

I. Introduction

A. Project Overview

The following building program defines the requirements for a new 16,155 square foot Branch Library to replace the existing 2,130 square foot Mark Twain Branch Library, located at 1325 East Anaheim Street in the City of Long Beach. The proposed new library will be known as the MacArthur Park Branch Library. The City has secured a site one block east of the existing Branch Library, also on Anaheim Street, on which the new library will be constructed. The site is centrally located within the community, adjacent to MacArthur Park.

The building program is based on the findings and recommendations of a community needs assessment process that was conducted in 2002 and reflects the goals set out in the Library Plan of Service that was developed from the needs assessment findings. The service priorities identified in the needs assessment and articulated in the plan of service are translated in this report into specific spaces for the public and for staff, architectural features, collections, furniture and equipment.

The project planning team included library building consultants Drew Harrington and Kathryn Page, architect Manuel Oncina and his staff, grant application coordinator Louise Van De Veere, Library Director Eleanore Schmidt and Branch Library Services Manager Nancy Messineo, Mark Twain Branch Library staff Susan Taylor and Hope Troy, Redevelopment Agency Director Barbara Kaiser and staff Jae Von Klug, City Planner Harold Simkins, Department of Public Works staff Reuben Tolentino and Environmental Planner Jerry Olivera.

The proposed program was presented to the community in draft form during the project, as was the building's conceptual design. The planning team discussed the public input received and incorporated many ideas and concerns into the program. The architectural design team based its work on the program as well as on the comments it received from the community at meetings held during the project.

The proposed new facility will provide vastly improved service tailored to meet the educational needs of the Anaheim Corridor Community, to include:

- A collection of 62,910 books and audiovisual materials
- 43 public computers to include a Family Learning Center and Computer Learning Lab, with 16 computer stations for homework assistance and technology training and 24 laptop computers with wireless connectivity.
- 136 reader seats plus 10 seats in group study and tutoring rooms
- A community meeting and program room to seat 75
- A storytelling and class visit space for 25 children

The new library will be an important community destination—an information and experience center for the community. It will be a landmark and a source of pride in a blighted area and is expected to contribute substantially to revitalizing the neighborhood.

B. Project Time Schedule

Dates	Description
September 2002- January 2003	Programming & Preliminary Design Work
March 28, 2003	Submission of Grant Application for Bond Funds
August, 2003	Grant Award Notification
October- November 2003	Schematic Design
November 2003-February 2004	Design Development
March 2004-August 2004	Contract Documents
August 2004-October 2004	Plan Check & Approvals
November 2004	Construction Bidding
January 2005-April 15, 2006	Construction
June 1, 2006	Library Grand Opening

C. Library/School District Collaborative Joint-Venture Project

An important service provided at the new facility will be the Family Learning Center and Computer Learning Lab. This Center will be the result of a cooperative project developed by the Library and the Long Beach Unified School District. During the community needs assessment, residents and educators voiced their desire for an enlarged and enhanced Family Learning Center and Computer Learning Lab in their new library. School children will receive homework assistance in the Center and parents can improve their own language and computer skills in order to be effective partners in their children's education. This project is intended to build on the highly successful, though much smaller in scope, Family Learning Center that currently serves the community at the existing Mark Twain Library. The Center will focus on meeting the needs of students in grades K-8 and their parents. While project planners recognize the needs of students in grades 9-12 and have developed services to meet their needs in the new library, the joint-venture focuses on the needs of K-8 students, establishing a foundation for learning—from early exposure to the joy of language through the development of study skills and habits of mind during students' formative years.

D. Community Needs Assessment Summary

The service population of the Branch Library is projected to reach 62,901 by 2020. The neighborhood is home to a young community, with more than 44% of residents 19 years of age or younger—a significantly larger school-age proportion than is found in the city as a whole, or in California, or the nation. There are six public schools, two private schools and one Head Start Program that will be served by the proposed Branch Library. Three of the public schools are within walking distance of the library site. In the service area elementary schools, current enrollment shows that 75% of kindergarten students are ELL (English Language Learner) students.

Most people in the neighborhood live in families, and within those homes the majority of families have young children. People tend to live in crowded quarters, with 85% of the service population occupying rental housing. Educational levels are low as compared to the rest of the city, the state and the nation. Not surprisingly, the community is economically poor, with per capita annual income in service area census tracts ranging

from a low of \$6,000 per year to a high of \$9,629 per year. The City of Long Beach has targeted the Anaheim Corridor for revitalization, and a strategic plan for the area is in development. The new library is a cornerstone in the plan.

The Hispanic community in the Library service area makes up almost 54% (30,922) of the total population, and the Asian community comprises 22% (12,308) of the population. Within the Asian community, 82.5% (10,160) are of Cambodian descent, the largest Cambodian population in California and the largest Cambodian population outside of Cambodia proper. Most Hispanic and Asian residents came to the area as new immigrants. A long-established African American community comprises another 15% (8,630) of the service area population.

It is noteworthy that the 2000 U.S. Census is widely believed to represent a significant undercount of immigrant populations in Long Beach. Many experts and community leaders have claimed a massive undercount of the Cambodian population, in particular, which is estimated at 25,000-40,000 in Long Beach, according to the *Long Beach Press Telegram*, in an article dated November 15, 2002.

The well-used existing Branch Library is central to this neighborhood, but at 0.04 square feet per capita, it is totally inadequate to meet the substantial needs of the service population. The residents of the MacArthur Park area need to have access to a full range of library services including collections and programs balanced to meet the needs and interests of youth, adults and seniors, sufficient and varied seating for a range of library-related activities, generous computing power, and appropriately configured learning and meeting spaces.

In this community where many are profoundly deprived of economic and learning opportunities, it will be especially important that the new library is a “helping” and uplifting institution that contributes to growing pride in the neighborhood.

E. Role of the Building Program in the Architectural Design Process

The building program should serve as a guide for the design team, defining the functional and operational requirements of the Branch Library. The program addresses the building’s environmental qualities and ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a public library and describes the specific and particular, detailed requirements for each space in the MacArthur Park Branch Library.

The City and the Library will use the program as a communications tool in their work with the design team and others involved in the Library project, to be sure that the completed facility is a functional library that will serve the needs of the community over the coming forty to fifty years. It is expected that over the course of the design phase, the City and the Library will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

F. Roles of Building Team Members

Client/Owner

The City of Long Beach will own and maintain the new branch library, and representatives of the City will serve on the Library project committee. Representatives will include city staff from the following departments:

- Public Works
- Planning and Building
- Community Development/Redevelopment
- Police
- Fire
- Energy
- Water
- Parks, Recreation and Marine

These representatives will oversee city interests in the project and will direct the work of the design and construction teams. This project will be subject to the same approval process required for other City of Long Beach facilities.

City Library

The Long Beach Public Library will operate the new branch library as one of its system branches, providing staff, materials and services. Representatives of the Library will serve on the Library project committee as advisors, to be sure that design and construction are proceeding as expected, and as per the building program in order to provide a highly functional library for the service community.

Architect

The project architect will design the Branch Library to meet the guidelines of the building program and the requirements of the site. The architect will work with the City and the Library during the design process and will produce plans, elevations, sections, renderings, specifications and other required documents. The architect will provide cost estimates for the project—to include both hard and soft costs. During the construction phase the architect will work with the contractor to carry out the design plans.

Interior Designer

An interior designer will be engaged for the project, usually by the architect, to participate in the selection and layout of furnishings and equipment, and the selection of interior building finishes.

Project Consultants

The Library Building Consultant will work with the City and the Library to determine the Library needs of the service community and to prepare a building program to meet those needs. The consultant advises the architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

Structural, electrical and mechanical engineers will be hired by the architect to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the project committee at those times.

Additional consultants may be used at the discretion of the City—lighting consultants, communications consultants, security consultants, acoustical consultants, energy management/sustainability consultants, signage consultants, etc.

II. Planning and Design Considerations

The MacArthur Park Branch Library will be an important destination—an information and experience center for the community. It will be a landmark and a source of pride in a blighted area, and is expected to contribute substantially to revitalizing the neighborhood. It must be designed in a style that reflects the personality and values of a highly diverse community and should serve to integrate the cultures while at the same time respecting cultural uniqueness.

Excellent functionality, service flexibility, creative design and enduring and efficient construction will allow the Library to inspire pride in current and future generations. Green Building principles should be integral to the design and must incorporate sustainable building materials. LEED™ (Leadership in Energy & Environmental Design) certification should be a goal, since the Library has the opportunity to become the first city building with a LEED designation and so can serve as a model for future buildings.

The Library is for everyone in the community, and so must be warm, welcoming and approachable, and must be fully accessible to individuals with disabilities. At the same time it should be prominent and easily recognizable as a destination of importance—a major educational and cultural asset.

The Library will serve as a community commons, offering a variety of simultaneous services and activities that will need to be accommodated in different areas or zones of the building. It will be a place for fun and exploration, a lifelong learning center for people of all ages, a study hall where students learn and practice academic skills, and a cultural center that honors the richly diverse people of the neighborhood. Balance must be a key principle in the building's design in order for the Library to successfully provide services to all in the community.

The design should help the Library to market its services and resources, with areas planned for browsing of the collections, student and family educational support, efficient use of computers and other electronic technology-based services, and comfortable seating. Branch visitors in this multi-lingual community should find navigating the building to be largely intuitive, including locating staff assistance as needed. The building design should not be so complex as to create barriers for staff or visitors, but should be interesting and distinctive.

Staff work areas, both at public service desk and in closed areas, must be designed to be ergonomically sound and efficient and must provide a pleasant and encouraging work environment.

Building flexibility should be a guiding design principle in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The design and construction of the building should include principles of energy efficiency, should be ecologically sound, and able to qualify for LEED certification.

Electronic technology will be a prominent feature of the facility. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff. Spaces throughout the building should be designed to be “wireless friendly,” to support the use of wireless and hand held devices linked to the

Library's network. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and be capable of accommodating new and as yet undeveloped technologies and applications.

The architecture of the building is central to its success. Care should be taken to design a building that is welcoming and approachable. In this particular community, with many immigrants who may approach community services with a significant level of shyness, it is much more important to provide an attractive and accessible library rather than an architectural monument. A well-designed library will draw people in, and will reward them with interesting and comfortable spaces inside. Specifically, it is important that the building be visually appealing, safe and secure, comfortable and fully accessible to all, easy to maintain, and operationally sound.

III. General Requirements of the Library Building

A. Building Site and Exterior Considerations

1. Energy Management

Optimize the building envelope for balance of heat and light to achieve comfort and efficiency requirements, and use all available strategies to reduce the total amount of cooling and lighting demand.

Plan the building envelope to be in balance with daily and seasonal environmental conditions—temperature, humidity and sunlight.

Calculate the building's orientation and the placement of windows, doors and other exterior building and site features to take full advantage of daylighting and weather patterns. Carefully designed solar techniques can both reduce the demand for artificial lighting and the load on mechanical heating and cooling systems.

Select building skin, glazing and insulation materials and techniques to enhance R-value efficiency.

Design windows and other building envelope openings to permit natural ventilation as an effective means of reducing the use of power driven systems to provide a comfortable and healthful interior environment.

Note: See also *Section B.2 "Energy Conservation and Sustainability"* of this building program. This section and section B.2 correlate to *Energy Efficiency*, line #201 of the *Checklist for Library Bond Act Grant Application*.

2. Public Entrance

The location of the Library's public entrance should be obvious to visitors, with clear paths leading intuitively to the front door. Visitors should be able to reach the entrance easily without having to climb steps if they are unable or unwilling to do so.

For children coming from the park across the street, the concept of a "Yellow Brick Road" leading to the Library should be explored. The path would incorporate interesting and fun elements, some permanent and other exchangeable, to discover along the way in reaching an exciting destination—the Library.

Entry doors should provide easy access to everyone, regardless of physical ability. Sliding automatic doors are preferred over swinging doors for safety and improved access for the people with disabilities and/or those carrying armloads of books to and from the building. Walk-off mats should be installed in the lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building.

Orientation of the entrance should take weather patterns into consideration to avoid wind tunnels and undue exposure to the elements. Ideally, visitors should glimpse interesting

views of library activity through windows as they approach the entrance—drawing them into the building.

3. Service and Staff Entrance

The staff and service entrance needs to be located conveniently to staff work areas and to staff and delivery parking spaces. The entrance should be covered to provide protection from weather, and both the entrance and paths to/from it must be well-lighted and highly visible for safety reasons. There should be an exterior buzzer at the door so that delivery personnel can notify library staff when they need entry. Control pads for lights and the building security system should be easily accessible near the interior side of the entrance door. The City's standard building security system must be specified for the facility.

4. Parking and Vehicular Access

Library parking lots are busy places, with people of all ages and abilities moving to and from the building. Traffic patterns must be planned to provide ease and safety for all visitors, whether they are driving, bicycling or walking to and from the Library. Traffic lanes should be generous, and entrances to and exits from the parking lot should be obvious.

Automobiles—The amount of auto parking must meet Long Beach code requirements of 4 parking spaces per 1,000 square feet of public library space. It will be important to provide the required number of disabled parking spaces, and these should be clearly marked and fully ADA compliant.

Several short-term parking spaces should be planned near the exterior return slots so that library users can quickly and easily return materials when they are not staying to use the Library.

Bicycles—Provide bicycle parking/locking units for at least twelve bicycles outside the Library. This parking should be highly visible on the exterior of the Library, for the convenience of visitors and for safety. It must also be visible to staff and visitors from points inside the Library as well.

Staff and Service Parking—Parking for staff vehicles should be located near the service and delivery entrance of the Library. This parking area must be well-lighted and highly visible. One or two short-term parking spaces should be provided next to the service and delivery entrance for delivery and service vehicles.

5. Exterior Signage

The Library will need to have a large identification sign appropriately placed near the entrance of the building. This sign should be in keeping with the building's design and should act as a "signature" for the Library. The sign should be multi-lingual with "Library" in English, Spanish, Khmer and Vietnamese. The sign should be highly visible to people coming to visit the Library, or just driving by the building. In addition, an exterior, service hours sign is required. It should be visible from some distance and easily changeable by

library staff, using equipment available at the Library. It is recommended that the Library's Web address/URL be prominently displayed here.

There should also be a sign or marquee clearly visible from the street to announce library events and services.

6. Landscaping and Exterior Water and Power

Environmentally sound landscaping should be planned and installed to enhance the appeal and functionality of the Library. Plants should be drought resistant and should be used to provide both open and shaded areas to enhance the building design. Landscaping should be simple to maintain, with an automatic underground watering system. Library windows should have pleasing views to colorful and interesting exterior landscaping.

Care must be taken that visibility is not obscured by landscaping, and that no "hiding-places" are created, leading to security issues. This requires planning for eventual plant maturity.

Landscaping should extend into parking areas to avoid a "sea of asphalt".

The ground and plantings must be sloped away from the building to ensure good drainage and building preservation.

Include weather and tamper proof water and power outlets on all sides of the building to facilitate maintenance and to support outdoor activities sponsored by the Library.

7. Safety and Security

The Library must provide a safe environment for visitors and staff. The exterior must be well-lighted with clear and open paths of travel from the street, sidewalks and parking areas to the main and staff entrances of the building. The building design and landscaping must not obscure sight lines or create hiding places.

All pathways should be level or have gentle slopes and should be paved with non-slip materials. Avoid sprinkler system heads that spray onto pedestrian paths.

8. Exterior Lighting

The main function of exterior lighting is to provide safety and security for library users, and to lead library users to the services they need. Exterior lights should be in keeping with the style of the architecture and the neighborhood and must be highly vandal resistant. Wiring must be concealed and protected and the lights should be controlled by photocells.

Circles or cones of light should overlap to avoid dark or shadowed areas. Lights should illuminate parking areas, paths of travel to/from the building, all entrances and exits and the exterior return slots.

Fixtures should be selected so that replacement lamps are easily acquired at reasonable cost.

In parking areas, provide 0.2 ft-candle minimum measured horizontally on pavement, and no more than a 20-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths, doorways or potential hiding places for safety and security.

Exterior lighting must comply with all pertinent local ordinances, but should not be specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

9. Maintenance and Upkeep

Highly durable, low maintenance exterior building finishes are essential. The external skin of the building should be washable and should not require frequent upkeep. Masonry, concrete or stucco is preferred over more maintenance intensive materials. Graffiti can be a persistent issue, so the exterior of the Branch should include a graffiti resistant coating allowing for relatively easy removal if necessary.

10. Roofing

Libraries house valuable, shared community assets. Therefore it is imperative that an excellent roof system be installed at the time of construction. The roofing system must have sufficient slope and pitch to facilitate efficient runoff, and runoff must be diverted away from walking, parking and congregating areas of the facility. Consider design strategies and building materials that reduce roof temperatures. For “flat” roof areas, use a light-colored roofing membrane or provide the membrane with a white reflective coating. The roof should use lightweight, versatile and easily installed materials and must have a life cycle of at least 20 years. It needs to be designed to support satellite dishes, wireless antennae and other, similar equipment.

The roofing system must be easy to maintain and repair. If possible, avoid the placement of mechanical system components on the roof. If this is required, the components should be attractively shielded from street level view and maintenance access to the systems must be planned to avoid damage to the roofing system.

11. Refuse and Recycling

Locate an area for a trash dumpster and large-scale recycling bins near the delivery/staff entrance of the building. This space should be enclosed and lockable. Take care that it is not placed so that someone can climb onto the dumpster or enclosure and gain access to the Library roof.

Easy access to the trash enclosure will be required for staff and also for refuse removal trucks.

12. Expandability

If an expansion of the Library is needed in the future, the plan would be to expand the building to the north, into the parking lot and acquire adjacent properties to accommodate parking needs.

Note: See also *Section B.1 "Flexibility of Design"* of this building program. This section and section B.1 correlate to *Flexibility and Expandability*, line #199 of the *Checklist for Library Bond Act Grant Application*.

B. Interior Considerations

1. Flexibility of Design

Twenty years ago library services were vastly different than they are today. Libraries are designed for the long term and it is likely that the pace of change in technology and user expectations will not only continue, but will accelerate over the coming years. Consequently, it is critical that the Library building be designed to be highly flexible and adaptable.

The building design should be open and modular, using load-bearing columns, rather than load-bearing walls. Interior walls should be kept to a minimum, allowing for reconfiguration of spaces in the future.

Floor loading should allow for 150 pounds per square foot throughout, so that library book stacks can be located anywhere in the building, as necessary.

Avoid the use of rounded walls, as they restrict furniture and shelf placement.

When planning the electronic and mechanical infrastructure of the building, consider the use of raised flooring and other distribution strategies for flexible rearrangement of services and spaces.

Note: See also *Section A.12 "Expandability"* of this building program. This section and section A.12 correlate to *Flexibility and Expandability*, line #199 of the *Checklist for Library Bond Act Grant Application*.

2. Energy Conservation and Sustainability

The building design should make optimal use of windows, mechanical and electrical systems, ventilation and lighting to take full advantage of natural environmental conditions and to reduce reliance on manmade power-driven systems. When selecting building systems careful consideration should be given to Life-cycle Costs as well as initial costs to make energy-wise management decisions.

The design goal is a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code.

Note: See also *Section A.1 "Energy Management"* of this building program. This section and section A.1 correlate to *Energy Efficiency*, line #201 of the *Checklist for Library Bond Act Grant Application*.

3. Electrical Power and Data Infrastructure

The building must include a highly flexible, universal electrical and telecommunications distribution system to support the present and future wiring and cabling needs of the Library. Overdesign cabling capacity to accommodate approximately twice the number of computer workstations and peripheral devices that are called for in this building

program. Electrical closets, conduits and cable trays should be sized to house wiring and cabling needs for all building systems.

Keep cabling runs as straight as possible, and locate distribution point(s) so that horizontal cable runs do not exceed 300 feet. Conduit must be sized for at least Enhanced Category 5 (100MPS) universal twisted pair copper. Plan for both hard-wired and wireless capability, so that ceiling areas throughout the building allow for power and data cabling to install wireless transmitter stations. Library users need “plug-in” capability for personal computing devices throughout the building, via a combination of wireless technology and hardwired power/data electrical outlets.

Both staff and the public are likely to use hand-held wireless devices in the Library, so back-of-the-house areas should include a generous number of electrical outlets to support recharging of equipment batteries.

Flexibility will be needed in order to reconfigure the placement of electronic equipment, so raised flooring (such as Walker Duct™, Flexspace Cablefloor™ or equivalent) or other highly flexible distribution systems should be considered. To control costs, these systems can be used in portions of the building where relocation of equipment and furnishings is most likely—seating areas, public service points, staff workspace, etc. Whatever system of conduit or cable trays is used, it is critical that they be easily accessible for repairs and expansion.

To avoid electrical interference and malfunctions of sensitive equipment, it is important that power-conditioning equipment and proper grounding be installed to ensure “clean” power to operate computers and library security equipment throughout the building.

Outlets should be color-coded for voice, data and other systems. In the case of floor outlets it is critical that the electrical design grid be compared to furniture layouts, when they become available, and adjusted accordingly to avoid electrical cords that do not connect under furniture as expected. These cords are unsightly and can present tripping hazards.

The Library’s data network must be secure, with controlled access. Network access from the Community Meeting Room and any other areas available for after-hours use must be isolated from the Library’s internal data network.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building’s cabling system and the equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12-18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

4. Public Access Technology

All public computer enabled workstations should permit the use of fixed and portable computing devices. Fixed equipment wires and cables should fit neatly into channels for concealed wire management and should not require workstations to be disassembled for changes/repairs. Workstation panels with generous hollow cores are preferred over conduit style wire management so that wires can run both vertically and horizontally. No wires should be dangling, dragging or exposed. Outlets, to include voice and data,

should be located at convenient heights with clear access. Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

At least one public computer station should be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for specifics. Equal computer workstation access guidelines include, but may not be limited to the following features.

- Keyboards with large print key labels, Braille labels or home-row key indicators
- Large monitors and screen enlargement software
- Speech screen output and headphones with volume adjustment
- Mouse alternatives such as trackballs, keyboard control of the mouse or other pointing devices
- Keyboard guards to assist users with impairments that limit fine motor control
- Wrist rests
- Software to modify keyboard response such as repeat rate and keystroke delay
- Availability of alternative keyboards such as mini-keyboards or extended keyboards for users with mobility impairments
- Alternatives to keyboard such as a head pointing system, switch based interface or voice dictation software
- Word prediction software to reduce the number of keystrokes needed for text entry
- One-handed keyboards or “keyboard layout” software
- Audio warning signals made available visually

Public computers should include hardware/software to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

Workstations should be oriented to avoid screen glare and should be within general lines of sight of the Library staff, while still providing the user with some degree of privacy. The Library also plans to make privacy screens available as requested on the public computers.

Provide electrical and data wiring and cabling in the Community Meeting Room and the Family Learning Lab and Computer Learning Lab to support online interactive conferencing, cable TV reception, distance learning, demonstrations and instruction. Provide ceiling mounted video projection and sound reinforcement.

In the Group Study Room and the Tutoring Room, be sure to include voice and data outlets for computer-assisted, interactive learning.

5. Building Finishes and Maintenance

All interior building finishes should be highly durable and simple to repair/replace with locally/regionally available materials and supplies. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable

materials, materials made of certified wood or other materials that are considered sustainable. Avoid surfaces that require special cleaning routines—waxing, polishing, stripping, etc. Select surfaces that are able to withstand repeated washing and which are vandal resistant. All painted surfaces should be covered in high-quality, standard paint that does not require frequent repainting.

In all areas that will include the regular use of book trucks, install corner and wall bumper guards to preserve wall finishes.

Floor coverings should serve multiple purposes. They should be attractive and should provide acoustic buffering, while also being safe and easy to clean and maintain. In most public and staff areas the preferred flooring system is carpeting. Commercial grade, cushion-back carpet tiles, with anti-static and anti-microbial qualities are preferred. Carpeting must be highly durable with a minimum life expectancy of fifteen years, and should have a low, narrow loop for ease of maintenance. A variety of carpet colors and patterns can be used effectively to define the areas of the building and to improve wayfinding.

In the entryway, hard flooring with a non-slip surface is required. Floor mats or grates should be included here so that visitors' shoes will be cleaned of debris before they enter the main area of the Library. Hard flooring (stone, tile, linoleum, rubber, etc.) is also needed in all restrooms, kitchens in the Community Meeting Room and the Staff Lounge, all storage and equipment rooms and at the staff/delivery entrance.

Highly resilient flooring is needed on the staff side of the Circulation Service Desk, to ease potential staff discomfort from long hours of standing.

Before specifying any/all floor coverings, consult maintenance staff for their experience and input.

Overall, the building must require simple, low maintenance, inside and out. Windows must be easily reached for washing, all surfaces must stand up to repeated cleaning, all light fixtures must allow for lamp replacement without unusual equipment, and all specified materials and products must be widely available at reasonable cost.

6. Lighting

Excellent lighting, both natural and artificial, is critical to the success of the Library.

Daylighting—Natural sunlight, properly filtered, is the most appealing and comfortable lighting when available. Building orientation and fenestration should take full advantage of this source of free light and energy through windows, skylights and clerestories designed with appropriate exterior protection to reduce glare and overheating. Easily operable interior shades or shutters will be required to control the penetration of direct sunlight and glare—especially in east and west facing windows. Avoid massed east and west facing windows to minimize unwanted solar heat gain. Avoid direct sunlight on computers.

Operable windows in staff areas and in general library areas, where environmentally appropriate, are preferred. Operable windows must be secured easily and by controls available only to library staff.

Artificial Lighting—An efficient system of artificial lighting is required to provide visual comfort for library users and cost effective use of electric energy in the building. Low glare light is important in the library where patrons are reading print and electronic information. Recommended relative brightness for good visual comfort should be a ratio of 10:3:1, meaning that if the reading task is taken as 100%, the brightness of the immediate surrounding area should be 30% of that level, and the brightness of the general surround should be 10% of that level (Energy Management Strategies in Public Libraries by Edward Dean).

Lighting Levels—According to the *2000 Illuminating Engineering Society (IES) Handbook*, the following lighting levels provide recommended illumination levels for public library spaces.

Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face. Overhead lighting over book stacks may be either parallel or perpendicular to the stacks as long as these lighting levels are achieved.

Public Reading & Computing Areas: In public access computer areas, provide 20-30 foot-candles of lighting. In general reading areas provide 30-40 foot-candles augmented by task lighting where appropriate.

Conference and Study Rooms: Provide 30-40 foot-candles measured horizontally at reading surface (generally 30").

Meeting Rooms: Provide 30-40 foot-candles with all lights on, including the separately controlled lighting for the front of the room. Lighting in these spaces should be dimmable to produce approximately 2 foot-candles for note-taking during AV presentations. Note-taking lights should not spill on to the projection screen.

Public Service Desks: Provide 40-50 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Staff Work Areas: 40-50 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Lighting Sources (Lamps)—General lighting should be provided by fluorescent fixtures due to their overall performance and efficiency. T8 lamps should be selected in warm, medium or cool color, with a color-rendering index of 82 or more. The newer T5 lamps can be used in some areas to promote energy efficiency, but they are not currently available in a wide variety of fixtures, and cost per lamp is higher than T8 lamps.

Electronic ballasts should be used for reliability and energy savings. For ballasts within fifteen feet of a daylight source specify continuously dimming electronic ballasts—circuit these fixtures separately from fixtures not within the daylighting zone.

Lighting fixtures should be full spectrum and need to effectively control glare. Indirect lighting, supplemented by direct lighting in task spaces, is preferred throughout the building. When task lights are used, the fixture should not allow for easy removal of the lamp by patrons.

All light fixtures, lamps and ballasts should be selected from major manufacturers with a ready supply of replacements available in the area.

All fixtures and lamps should be able to be cleaned or replaced with either no equipment or a standard height ladder. Do not include ceiling mounted fixtures in inaccessible areas of the building.

Lighting Controls—All lights in the Library, including task lighting, should be controlled from a central light panel with a programmable timer system that is flexible, allows for separate circuits of fixtures in daylight zones (15 feet from a daylight source) and can be manually overridden. The control panel for this system should be inaccessible to the public, and located so as to be convenient to staff entering or leaving the building. Public restrooms should be on a separate circuit, so that patrons are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Control panels must be clearly and permanently marked, identifying the area controlled by each switch or breaker. Light switches in public areas should be kept to a minimum and conveniently and intuitively located. In areas that are not in continuous use, such as offices, restrooms and meeting rooms, consider the use of occupancy sensors to reduce energy use.

Exit and Emergency Lighting—An emergency and exit lighting system is required as part of the lighting plan. All exit signs should use LED (Light Emitting Diode) lamps.

Meet all existing local and state codes for emergency/exit lighting. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit/emergency warning system should include lights for the deaf. Based on lessons learned during the 2001 attacks on the World Trade Center and the Pentagon, install some emergency/exit lights near floor level in case of emergency situations where smoke may obscure higher lights. Emergency lighting should last at least one hour to direct occupants to exits. Emergency lighting must be able to be tested without triggering security/fire alarms.

7. Health, Safety and Security

Building design must promote the health, safety and security of library users, library staff, library resources and electronic/data systems. To this end, plan the Library to meet all local and state life-safety codes.

Sick Building Syndrome—It is recommended that once the building is complete and all finishes, furnishings and equipment have been installed, that a 10-14 day “airing” be allowed in the opening day schedule. During this time, the Library should not be open or staffed, but should have operating systems on, with full ventilation. This will allow a significant amount of off-gassing from building materials, glues, carpet and paint chemicals, fabric finishes, etc. to be expelled from the building, greatly reducing sick building syndrome symptoms among staff and patrons.

Indoor Air Quality—In addition to mechanical venting and fresh-air return systems, consider natural ventilation strategies in the design of spaces, including under-floor air or displacement ventilation.

General Safety Guidelines--Keep lines of sight open, with sufficient lighting throughout the building. Enhance visibility by locating service desks to facilitate visual control of the Library. In separate public spaces such as the Tutoring Room, Group Study Room and Family Learning Center install interior glazing, so that library staff can visually monitor activity there. Use safety glass wherever necessary and appropriate. Be sure that walking surfaces discourage slipping. Specify furnishings and casework without sharp corners. All wiring must be secured and hidden in both public and staff areas to prevent tripping and falling.

The building should have only one public entrance and exit point. Design the building so as to discourage public access to staff and storage areas. All controlled access areas of the building must lock, and all potential points of entry, such as windows, vents, etc. must be protected against illegal entry.

Building Security Alarm—Install a building security system that is monitored by an outside security dispatch service. The system must be simple to operate, with a control panel adjacent to the Staff/Delivery Entrance. Select an established system vendor that can provide up-to-date, but proven equipment, with service technicians available in the area. Planning for the system must be coordinated with the electrical plans for the building and with the City's standard for building alarm systems.

The security system must accommodate separate use of the Community Meeting Room and public restrooms during hours that the Library is closed.

Fire Management—The building must include an integrated fire-management system. Libraries usually employ one of three broad categories of fire protection systems—wet pipe, dry pipe and pre-action systems. Each system has pros and cons, and the decision of which is best for the MacArthur Park Branch Library should be discussed with the design team and local fire safety officials. A brief explanation of each system is shown below:

Wet Pipe—systems contain water in the sprinkler pipes. It is perhaps the simplest of the systems, and though it used to cause concern over false alarms and water damage, in recent years it has been known to be highly reliable. In areas prone to subfreezing weather and earthquakes, wet pipe systems should be thoroughly discussed with system vendors and fire professionals before selecting a system. Wet pipe systems are relatively low in cost.

Dry Pipe—systems are not filled with water. They contain pressurized air or nitrogen that holds a valve in a closed position. If a fire occurs the heated air/gas escapes, the valve releases, and water then enters the pipes. Dry pipe systems may offer better protection against leaks, but they are more complex to control and maintain, and take up to 60 seconds longer to respond to a fire.

Pre-action Sprinkler—systems are like dry pipe systems in that water is not kept in the pipes, but is held in check by an electrically controlled valve called a pre-action valve. In order for water to be released, the valve must operate and sprinkler heads must fuse, providing increased protection against accidental sprinkling.

Library Materials Security System—The Branch must be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and which does not require staff to bypass the security sensor as items are checked out. The system should have theft security portals that library customers must pass through when exiting the Library. These portals should not have any sort of arm or barrier across them.

It will be important to coordinate planning for the security system with the vendor and technical staff during the design phase in order to assure proper placement, wiring and avoidance of electrical interference. Compatibility with systems in use in other branch libraries needs to be considered.

8. Access and Americans with Disabilities (ADA)

The Americans with Disabilities Act was signed into legislation in 1990 to prohibit discrimination on the basis of disability in employment, state and local government services, public transportation, public accommodations, commercial facilities and telecommunications. The Branch Library should not only meet all requirements of the ADA, but should also meet the spirit of the law, offering modifications and accommodations that will yield access for disabled library customers and staff that anyone would want/expect for him or herself. These accommodations will be needed by people who are either permanently or temporarily disabled.

Special care should be given to the design of restroom facilities, so that individuals with disabilities can enter and use the facilities without assistance. The most common complaint heard from library users with disabilities is the difficulty of opening the exterior door to restrooms—consider an electric opener that can be activated from outside the main restroom door, and design the interior to provide privacy for people inside the restroom when the exterior door is open.

The City of Long Beach ADA Office should be consulted throughout the design and implementation phases of the project to ensure compliance with all city requirements. Reader tables, public access computers, shelving and all other features of the facility need to be designed and located to accommodate disabled access.

9. Heating, Ventilating and Air-Conditioning (HVAC) Systems

HVAC systems in libraries have two functions—to provide a comfortable air environment for library users and staff, and to protect library materials from deterioration. The goal of HVAC systems is to provide adequate fresh air, to filter the air of contaminants, to establish and maintain comfortable building temperature and humidity levels that also preserve library materials, and to accomplish all of these tasks with an energy efficient, easily maintained, and affordable system.

The system should allow for zoning according to space use, room orientation and hours of operation. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units. Areas with a concentration of computing equipment and/or high levels of occupancy need to be planned to be comfortable for users and supportive of equipment operating requirements.

Maintenance access to the facility's HVAC equipment must be provided from the exterior of the building. Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Guidelines for temperature and humidity in libraries vary somewhat, and are influenced by the type of materials being housed. However, for general library collections and patron seating a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH is considered comfortable and effective. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Insure indoor air quality by meeting all current industry air quality standards and through excellent venting of areas in which airborne particles and odors are generated—e.g. photocopy centers, restrooms, kitchens, etc.

When selecting an HVAC system, specify equipment with the highest energy efficiency ratings appropriate to the system, and ensure that replacement parts are available from local/regional suppliers. Programmable thermostats should be included in the building's HVAC specifications.

10. Acoustics

A wide range of activities, from quiet study areas to children's programming, will need to be accommodated in the new MacArthur Park Branch Library. The design team must use all techniques available to provide effective acoustical separation between the various areas of the Library so that all age groups and types of users can use the Library without disturbing one another. In some cases the acoustical separation of activities can be accomplished with separate rooms—e.g. the Group Study Room, Tutoring Room and Family Learning Center and Computer Learning Lab. In other areas the thoughtful layout and zoning of spaces and systems, and careful adherence to adjacency requirements will assist with acoustical management.

Throughout the building employ building materials, ceiling heights, building finishes and furnishings, etc. to assist in sound control.

11. Amenities

Art and Display—The Library will need to have space for rotating displays of art and other exhibits of interest to the community. These should be located along the main paths of travel for maximum enjoyment and exposure. Any permanent art pieces selected for the Branch Library should not take up an undue amount of floor space that might be dedicated to other library activities, and should not block paths of travel. Art installations must be safe, without sharp edges or other potentially hazardous qualities, should not require seismic bracing, and should not require significant maintenance. The building's lighting plan should incorporate lighting that is appropriate to highlight art work, as needed.

Clocks—Include wall-mounted clocks in all major public areas, in staff workspace and in all separate rooms—Community Meeting Room, Tutoring Room, Group Study Room. A

low maintenance, centrally controlled, electronic analog clock system is highly desirable, and if employed will need to be coordinated with the electrical plans for the building.

Drinking Fountains—Install a bi-level, ADA compliant public drinking fountain outside library security, adjacent to the public restrooms and available to people using the Community Meeting Room. This feature is likely to be very popular with young children.

Public Address System—Include a public address system in the Branch Library for staff announcements regarding closing, emergencies, paging, etc. The PA system should be able to be heard in all areas of the Library including restrooms, storage rooms, loading docks, custodial spaces and staff offices/workrooms, but it must also have broadcast capability, allowing messages to be blocked from certain spaces, as needed (such as in the Community Meeting Room during programs).

Restrooms—Public restrooms must be easy to find, well-marked, and accessible to people using the Community Meeting Room after hours. Do not include single-occupancy restrooms for the public.

Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically for ease of wheelchair access.

Energy efficient fixtures, such as sensor faucets, should be specified; and alternative strategies, such as gray water plumbing systems, should be considered.

Provide excellent acoustical separation of restrooms from other occupied areas of the building, and install high-quality exhaust systems.

Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface, such as tile, with the walls covered to a height of at least five feet. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib. Include an adjacent custodial closet with a mop sink and floor drain.

Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent). Toilets should be low-flush and sinks should have timed shut-off of water flow.

Restroom accessories should include the following:

- Electronic hand dryers (do not include paper towel dispensers)
- Waste receptacles should be recessed and/or wall-mounted
- Each restroom, women's and men's, should include a baby changing station
- Soap dispensers must be tamper-resistant and wall-mounted over sinks to prevent soap and water drips on the floor
- Mirrors should be scratch and vandal resistant

Signage and Wayfinding—Good design should provide a facility that can be navigated by the average user without an abundance of signs. Intuitive navigation can be

enhanced through interior design elements such as carpet pathways and furniture placement.

The Library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. A basic signage system will be needed to help visitors locate the services and materials they need and to meet life/safety codes in the building. Major directional and identification signs, such as signs used to identify service desks, can be anticipated based on final design plans. However, it is very difficult to anticipate precisely what additional signs will be needed until the building is occupied. Therefore it is recommended that major, known signs be ordered prior to occupying the building, and that a supplemental sign order be placed after several months of building occupancy when needs are better understood.

Select a sign system that is coordinated with the interior design plan of the Library and which provides ease of installation by being integrated with space planning as far as possible. Selection of signage materials and style should insure flexibility, ease of replacement as situations/needs change, ease of installation, affordability and future availability. Select symbols and terminology that users have become accustomed to in other public places—use international symbols for restrooms and other common signs. Avoid jargon—e.g. the word “checkout” is clearer to the average user than is “circulation”.

Signage will need to be ADA compliant.

Be sure that signs and lettering are large enough to be read easily, that they are vandal resistant, and that the bottom edges of signs do not hang lower than 8' from the floor.

Because the MacArthur Park Branch Library will serve a highly diverse clientele, consider how best to use multiple languages in the signage package. While it will likely be impractical and “busy” to include Spanish and Khmer on all signs, it will be important to consider key, welcoming signs in multiple languages.

Telephones—An integrated telephone system is required, with handsets at all staff workstations, both public and back-of-the-house. Also include a handset in the Family Learning Center and Computer Learning Lab, at the teacher’s station. Provide phone jacks in the Community Meeting Room, the Tutoring Room and the Group Study Room, and include a “floating” handset to be plugged in as needed in meeting room spaces to facilitate interactive conferencing.

The telephone system must support conference calling and automated attendant functions.

Do not install a public pay phone. Library visitors needing to make a phone call, especially children, will be accommodated at Service Desks.

12. Public Service Desks

The Branch's two service desks, Circulation and Information, will be hubs of activity within the Library. Both must be placed prominently and logically in the building so that library customers can see and reach them easily and so that library staff can maintain visual contact with customers, and visual control of the building. Staff at the two desks must be able to see one another so that they can refer customers between the two services. Each staff position at the desks is allotted 50 square feet of space, which includes circulation space and basic furnishings and equipment for the staff member. All staff workstations at the public service desks must be planned and designed to meet ergonomic standards to support staff health and well-being.

In the MacArthur Park Branch Library it is very important that the service desks present a welcoming and approachable façade. They must not be imposing or too formal or official in size and style, or library users may find them daunting.

The Circulation Desk will have two staff positions, each provided with a tall adjustable stool on casters so that a staff member can stand or sit while working, as she/he prefers. Counter height should be at standing height, approximately 36"-39". Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. The design of the Circulation Desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic. Staff will need to be able to move quickly and easily from behind the desk to assist customers and to respond to materials security system alarms, so the design must include conveniently located openings. One segment of the Circulation Desk must accommodate staff and/or patrons in wheelchairs.

The Information Desk will have three staff positions. This service desk will be at sitting height, approximately 29", and each staff position will also have a customer seat in front or to the side of the desk for reference consultations. One "arm" of this desk should be located so that the staff member stationed there can logically and easily concentrate on providing services to the children's area of the Library. The design of the Information Desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic—staff here will be up and down, constantly assisting library customers, so the desk will need to have openings that allow staff to move quickly and easily from behind the desk. One segment of the Information Desk must accommodate **staff** and/or patrons in wheelchairs.

Design and equip each service desk as follows:

- Resilient flooring that allows task chairs on casters to move easily
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment (approximately 29"-30"), but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for patron materials
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring

- Toe space at the base of the desk on the customer side for comfort
- Storage space, drawers, knee-holes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed
- ADA accessibility

13. Shelving

Shelving for the Library's collections, unless noted otherwise, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves plus a base shelf), 72" (maximum of 6 shelves plus a base shelf), 66" (maximum of 4 shelves plus a base shelf), or 45" (maximum 2 shelves plus a base shelf). Any exceptions to these heights are noted in the program. All 45" and 66" shelf units should include canopy tops. All public area shelving should include stack end panels with sign holders at each end, kick plates and top plates, with slatwall attached to stack ends. Any specialty shelving and/or shelving accessories must be integrated with the overall shelving system. Bookends or shelf dividers must accommodate various sizes of materials and must be able to slide easily and hold firmly. Shelves must have a rear edge backstop to prevent items from falling behind/between shelves.

Standard shelf depth will be 8" or 10" with 12" bases. Variations to this depth include reference shelving for adults and children at 12" depth, picture books for children at 12" depth, and shelving for the oversized (Q) collection in shelves with a 15" depth. Bases for these deeper shelves will also show a corresponding increase in depth.

The total amount of shelving programmed, as outlined in *Appendix B: MacArthur Park Branch Library Collections and Shelving*, is intended to house collection growth over the coming twenty years.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges. In staff access spaces, 36"-42" aisles are sufficient. Any changes to code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6-8 sections each are preferred, with a transverse aisle break of 44"-60" to separate ganged sections. Ranges should be laid-out in groupings that are logical to the first time user, so that a systematic stack range numbering system can be

employed, to allow a logical flow in the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

When shelving specifications are developed, they should include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, and type of bracing. Vendor bids should include and explanation of vendor responsibility for inspection of shipments, installation, shipping debris removal, guarantee parameters, and length of time price quotes remain valid.

For a description of all shelving types for the project, see *Appendix C: MacArthur Park Branch Library Programmed Shelving Types*.

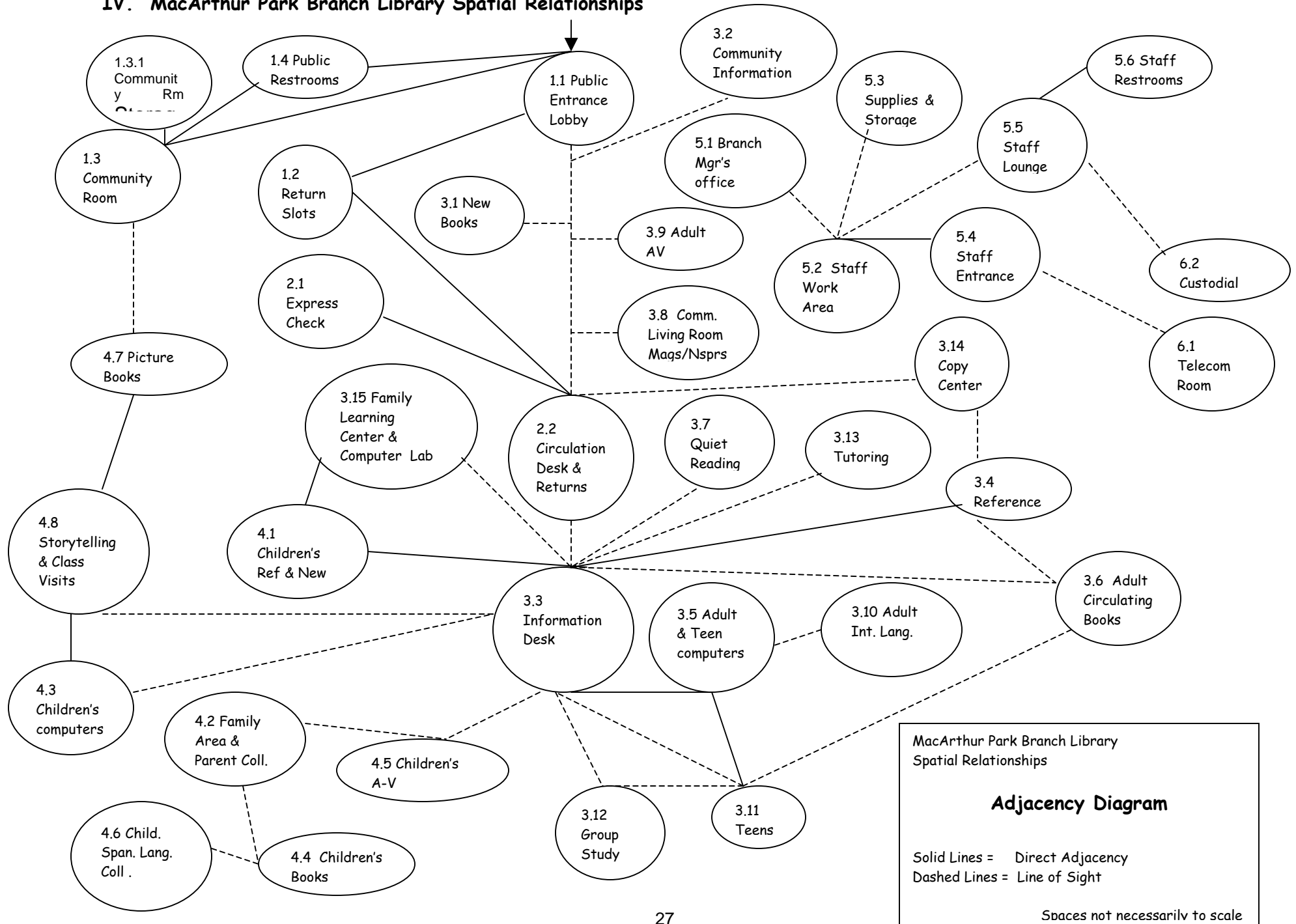
14. Staff Workspaces

The Branch Library will have one private office for the Branch Manager who requires space conducive to personnel management and public relations duties. All other back-of-the-house work will be accomplished in an open, office landscape style shared workroom. Library staff members who spend 30% or more of their time on duties away from the public areas of the Library will each be assigned an 8'x8' office system module here with a computer workstation and other needed equipment. Staff members who spend less time away from public service areas will use one of two shared, 5'x6' office system modules when working in the shared staff workroom.

Each workstation must meet ergonomic standards and should include an ergonomically designed, adjustable task chair. The work surface should also be height adjustable. Include task lighting and employ wire management/concealment strategies in the office module units.

Office landscape modules in the shared workroom should be arranged to make efficient use of the overall space. Consider traffic patterns and anticipated usage patterns for shared spaces and equipment—shelving, work counters, sink, networked printers, fax, and other shared electronic devices.

IV. MacArthur Park Branch Library Spatial Relationships



V. Facility Space Requirements Summary

Space		Square Feet	
1.1	Public Entrance/Lobby	78	+ GSF
1.2	Materials Return Bins and Slots	36	
1.3	Community Meeting Room (dividable)	1,010	
1.31	Community Meeting Room Storage	189	
1.4	Public Restrooms	in GSF	
2.1	Express Checkout	126	
2.2	Circulation Desk/ Sorting & Returns	418	
3.1	New Books Browsing	90	
3.2	Community Information	24	
3.3	Information/Reference & Children's Service Desk	354	
3.4	Reference Collection	137	
3.5	Adult and Teen Computers	666	
3.6	Adult Circulating Books	1,404	
3.7	Quiet Reading/Study Area	400	
3.8	Community Living Room / Magazines & Newspapers	542	
3.9	Adult Audiovisual Media	290	
3.10	Adult International Languages Collection	390	
3.11	Teen Area	635	
3.12	Group Study Room	150	
3.13	Tutoring Room	115	
3.14	Copy Center	103	
3.15	Family Learning Center & Computer Learning Lab	782	
4.1	Children's Reference, New Books & Magazines	100	
4.2	Family Space/Parents Collection	171	
4.3	Children's Computers	310	
4.4	Children's Circulating Books	1,542	
4.5	Children's Audiovisual Media Collection	220	
4.6	Children's Spanish Language Collection	134	
4.7	Children's Picture Books	867	
4.8	Storytelling & Class Visit Space	282	
5.1	Branch Manager's Office	120	
5.2	Staff Work Area	567	
5.3	Supplies & Equipment Storage	171	
5.4	Staff/Deliveries Entrance & Lockers	116	
5.5	Staff Lounge	266	
5.6	Staff Restrooms	in GSF	
6.1	Telecommunications/Server Room	120	
6.2	Custodial Closet & Supplies	57	
Total Assignable Square Feet:		12,983	
Total GSF @ 80% net-to-gross:		16,155	

VI. Space Descriptions

1.1 Public Entrance/Lobby

78 sq. ft. + GSF

The Branch needs a single public entrance and point of control. The entrance should be well lighted and welcoming, with automatic doors for easy opening by people of all ages and abilities. The lobby should be large enough to accommodate visitors who are entering and leaving the Library's public access spaces, the public restrooms, and the Community Meeting Room. At the same time, based on the knowledge that this community can be shy of imposing public buildings, be sure to keep the entrance at human scale so that visitors will not be intimidated or hesitant to enter the Library.

Include a sheltered and secure bicycle rack, and a covered bench on the exterior of the entrance where people can sit to wait for rides/companions. The bench should be highly visible to passersby. Trash receptacles must be located on the outside of the lobby entrance.

Public restrooms and the Community Meeting Room must be independent of the Library's other spaces and outside the materials theft security system, so that these areas can be used without compromising library security during and after open library hours.

A greeter station will be located within the entrance/lobby area. This should be a compact, mobile podium style station with a stool. The staff person here will greet visitors and will monitor activity in the Library. The station should allow for good sight lines to both the main entrance and public areas of the Branch.

The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes before they enter the Library proper.

One pair of material theft security gates (one incoming and one outgoing gate) is needed at each lobby entrance/exit point. These must be located to provide easy access for staff at the Circulation Service Desk to quickly meet/intercept patrons who have set off the alarm as they exit. These should be 3M™ type gates, without barrier arms or horizontal cross pieces.

Occupancy: 4-12

Adjacencies:

1.2	Material Returns Slots
1.3	Community Meeting Room
1.4	Public Restrooms

Acoustics: Design the entrance to minimize noise outside the library or from incoming visitors does not intrude into the facility's interior spaces.

Lighting: Design the entrance in such a way that direct sunlight does not shine directly into the interior spaces of the building.

1.1 Public Entrance/Lobby, continued

Sight Lines To:

- 2.2 Circulation Desk
- 3.1 New Books
- 3.2 Information Desk
- 3.9 A-V Media for Adults
- 3.14 Copy Center

Components:

Public Entrance/Lobby	Quantity	Item	SF/Item	Total SF	SF Needed
greeter station, compact mobile podium w/stool	1.0	station	30.00	30	
theft security gates	2.0	pair	24.00	48	
floor mats	2.0	mats	n.a.	n.a.	
water fountain, multiple height	1.0	set	n.a.	n.a.	
Circulation space in GSF					
Total				78	78

1.2 Materials Return Bins/Slots

36 sq. ft.

The Branch Library needs two places where visitors can return the books and other materials they have borrowed.

The exterior return station must be accessible to the public 24 hours per day, and must be conveniently located and highly visible, but completely separate from the Library building. The exterior return station will have two steel locking return bins. The path to these bins must be smooth, without significant elevation for easy movement of book trucks or return bins used to collect materials from the bins.

The other return station will be inside the Library, a set of three slots located along the main path of travel into the library, before passing the security gates, and adjacent to the Circulation Service Desk.

In the interior set of return slots, one slot will be used for general books, one for children's books, and one for audiovisual media. This will allow for automatic presorting of materials into categories for increased efficiency in the returns process.

Depressible book bins will be placed under the slanted opening of each interior return slot, to catch the returning materials.

Occupancy: 0-6

Adjacencies: 1.1 Public Entrance/Lobby
2.2 Circulation Desk/Sort & Returns

Components:

Materials Return Slots	Quantity	Item	SF/Item	Total SF	SF Needed
exterior return bins (separate from building)	2.0	bins	0.00	0	
interior return slots, set horizontally, at circulation desk	3.0	slots	12.00	36	
Total				36	36

1.3 Community Meeting Room

1,010 sq. ft.

Dedicated space for community meetings and library-sponsored programs is a high priority for the MacArthur Park Branch Library service community.

To promote reading readiness, adult literacy, computer literacy, positive venues for teens, and a stronger sense of community, there is tremendous need for library-sponsored programming at all levels. The community is sometimes divided along racial and ethnic lines, but the Branch Library is commonly recognized as a community and social center where everyone can work side-by-side. The Library is well-positioned to enhance this important community role in a new facility with program and meeting space. Members of the community commented on their interest in comfortable space, free of charge, to accommodate meetings and events for children, teens, adults and seniors.

The program and meeting space needs to comfortably accommodate audiences of up to 75 people when chairs are arranged auditorium-style. A movable, acoustic rated wall partition is required to enable the space to be divided into two smaller rooms. Both spaces should be directly accessible from the main Community Meeting Room entry doors when the partitions are in place.

The room needs to be equipped with adjustable lighting levels, and one ceiling-mounted video/data projection system. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online resources. The public entrance to the room should be located so that participants can enter and leave the Community Meeting Room through the lobby, outside of security, even when the Library is closed.

The room needs a movable lectern, and some tackable wall surfaces. The space needs to provide a good line of sight for all program attendees with no columns or other obstructions to limit visibility from any part of the room.

It is expected that the community will use this space for informal as well as more formal events, and so will need to move smoothly from an auditorium-style set-up to tables and chairs to facilitate discussions, hands-on programs and other interactive activities. It is important then that chairs and folding tables for this room be light, sturdy and easy to move and reconfigure.

Users here will also have scheduled access to up to 24 wireless laptop computers, which will be stored on a cart in the adjacent storage room. The storage cart will have self-contained power, but the laptops may also have wireless cards, so wireless transceiver service will be needed in this room and throughout the building.

An adjacent, enclosable refreshment preparation area is required, with a microwave oven, refrigerator, work counter and lockable cabinets above and below, as well as a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn.

This room may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient picture hanging system and appropriate display lighting should be installed on two walls.

1.3 Community Meeting Room, continued

The floor should be carpeted in all areas except the area closest to the refreshment preparation space. That area needs hard, non-slip flooring.

A lockable, adjacent storage room is required to serve the needs of the Community Meeting Room.

Acoustics: A movable partition will allow the space to be separated into two spaces, as needed. The partition must contain sufficient acoustical baffling to prevent groups meeting in one of the subdivided spaces from hearing noise from the other space.

Lighting: The room needs to be equipped with adjustable lighting levels, operated by controls conveniently located at the side of the space. Each subdivided space requires separate lighting controls.

Technology: The room needs to be equipped with a ceiling-mounted video/data projection system. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online resources. Voice and data outlets will be required. Library owned laptop computers, with wireless cards, will be used in this space. Both hardwired voice and data outlets and wireless transceiver service will be required.

Occupancy: 75

Adjacencies: 1.1 Public Entrance/Lobby
1.3.1 Community Meeting Room Storage
1.4 Public Restrooms

Sight Lines To: 4.7 Children's Picture Books

Seating: 75 stacking chairs

Components:

Community Meeting Room (dividable space)	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ stacking chairs	75.0	seats	12.50	938	
ceiling mounted projection system w/console	1.0	system	10.00	10	
wall/ceiling mounted pull-down screen	1.0	screen	0.00	0	
lectern	1.0		10.00	10	
kitchen/refreshment prep area	1.0		52.00	52	
Total				1,010	1,010

1.31 Community/Library Program Room Storage

189 sq. ft.

This space accommodates storage for chairs, on stacking dollies, folding tables, also on dollies, programming props, laptop computer storage and audiovisual equipment. The folding tables must be both sturdy and lightweight so that library staff and visitors can easily set them up and move them about.

The room must be lockable. Hard floor coverings are required in this space. Double doors and immediate access to the Community Meeting Room are needed.

Lighting: As an energy-saving measure, consider motion-activated light sensors in this space

Technology: This space will contain the audio and video projection controls for the Community Meeting Room, located on AV racks.

Occupancy: none

Adjacencies: 1.3 Community Meeting Room

Components:

Community Meeting Room Storage	Quantity	Item	SF/Item	Total SF	SF Needed
stacking chairs on dollies	12.0	stacks	8.00	96	
6 folding tables on dollies	2.0	dollies	12.00	24	
shelving, industrial, 80", for programming props.	1.0	sections	15.00	15	
AV equipment racks	1.0	rack	10.00	10	
mobile AV cart	2.0	cart	10.00	20	
portable television on AV cart	1.0	tv on cart	10.00	10	
mobile laptop storage cart (self-contained power)	1.0	cart	14.00	14	
Total				189	189

1.4 Public Restrooms

in GSF

Locate the public restrooms adjacent to the Public Entrance/Lobby and the Community Meeting Room. Restrooms must be designed so that all library users have access during open hours and so that when the Library is closed, people using the Community Meeting Room will have restroom access. Each restroom needs to meet or exceed ADA requirements and local code requirements for quantity of fixtures and stalls. Do not include single-use public restrooms.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap and water drips on the floor. Install electronic hand dryers, a baby changing counter in the men's and women's restrooms, and parcel shelves in each stall.

Ensure effective acoustic separation and excellent ventilation of the restrooms from other occupied areas of the building.

Occupancy: Meet local code requirements

Adjacencies: 1.1 Public Entrance/Lobby
1.3 Community Meeting Room

Sight Lines To: 2.2 Circulation Desk

Restroom Fixtures and Furnishings:

- Stall Partitions
- Toilets
- Parcel Shelves for Stalls
- Coat Hooks for Stalls
- Sinks
- Mirrors, Scratch-Resistant
- Baby Changing Station
- Electronic Hand Dryers
- Waste Receptacles
- Sanitary Disposal Unit
- Soap Dispensers

2.1 Express Checkout

126 sq. ft.

To promote customer convenience, the Library will provide two Express Checkout machines adjacent to the Circulation Desk. These machines are similar to automated teller machines (ATMs) at banks. They allow library visitors to check-out their own materials rather than taking them to the Circulation Service Desk. To encourage use, these machines should be located prominently near the Circulation Desk. It is expected that many library patrons will use the express machines.

Each Express Checkout machine should have plenty of circulation space, and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs. Additionally, each machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment. Several standard library furniture vendors are now offering customized stands, with wire management systems, to accommodate express checkout machines.

Library users who need additional assistance or who prefer having staff checkout their materials will take their materials to the Circulation Service Desk.

Technology: The express checkout machines will require a network interface with the Library's online circulation system. Each unit will also have a compact receipt printer.

Occupancy: 2-6

Adjacency: 2.2 Circulation Desk

Components:

Express Checkout	Quantity	Item	SF/Item	Total SF	SF Needed
express self-checkout machines	2.0	machines	45.00	90	
queuing space	6.0	people	6.00	36	
Total				126	126

2.2 Circulation Desk/Adjacent Sorting & Returns

418 sq. ft.

The Circulation Service Desk or counter is the central hub of the Branch Library, and will be staffed at all times that the Library is open. Staff at the Circulation Desk will answer non-reference questions, help orient visitors to the Library, issue borrowing cards, accept payment of fines for lost and overdue materials, answer and/or refer incoming phone calls, monitor the theft security gates, retrieve reserve/hold items, check out materials for patrons who do not wish to use the Express Checkout machines, explain library policies and procedures regarding circulation and service hours and provide other assistance, as needed. Space for two Express Checkout machines will be nearby and in plain view for visitors to check out their own materials.

The Circulation Desk will have a total of two staff positions. Each staff station should have a tall, adjustable stool on casters so that the staff member can stand or sit, as she/he prefers. Lateral counter surface of at least six feet is required for each staff station. Equipment at each staff station will include an online workstation, a materials checkout and scanner/desensitizer unit, receipt printer, and a telephone handset.

Shared staff space should include storage for manuals and brochures, and space for a centrally located cash register at the desk/counter.

Three material return slots, to accommodate general books, children's books and audiovisual materials will be mounted in the public side of the Circulation Desk. These should be adjacent to the main entrance. Materials returned when the Branch is closed will be deposited in self-contained bins located outside, in front of the Library, and will be emptied by library staff. The process of receiving, and sorting returned materials will be a function adjacent to the Circulation Desk, so support space and equipment will need to be incorporated into the Circulation Desk area.

Adjacent space to support return and sorting functions will include an independent, adjustable returns workstation, book trucks for sorting materials, space for extra return bins, a counter to include a wet sink, and shelving for problem materials.

The Circulation Desk will be an active, sometimes noisy area of the Branch. It will need to be planned with acoustical buffering and generous circulation space on both sides of the desk/counter. Queuing space for the Circulation Desk should accommodate up to 6 people. Staff needs to be able to move quickly and easily between the service counter, and the theft security gates, so the service desk should not be monolithic, but should have breaks in the structure to allow ease of movement between both sides. The staff here must also have a clear line of sight into the lobby and to the Information Desk.

The Circulation Desk must be designed with ergonomic and disabled access principles in mind. The desk counter height should vary so that it can accommodate patrons or staff in a wheelchair, and to allow staff to assist patrons who are filling out forms or handling lengthy transactions. If ceiling height allows, install one to two variable speed, staff controlled ceiling fans in this area to enhance air circulation.

Acoustics: Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the desk area from the adjacent spaces to prevent noise from this constantly active space from intruding unduly into the general public areas.

2.2 Circulation Desk/Sorting & Returns, continued

Lighting: Locate lighting over the service desk to provide excellent light quality continuously along the counter without introducing glare reflected from the computer screens.

Technology: There will be two networked staff computers and one networked computer at the returns workstation. All computers will include a monitor, keyboard and mouse, and will have a CPU mounted beneath the work surface. Peripheral devices include receipt printers at each position. Each staff position at the service desk will require a telephone handset. Each staff position at the desk and the returns station will require a materials security system sensitizer/desensitizer. Each staff position at the circulation desk will require a barcode reader. An electronic cash register will be located at the service desk. Microphone input for the Library's public address system will be located here.

Occupancy: 1-3 staff, 1-6 public

Adjacency: 1.2 Return Slots
2.1 Express Checkout

Sight Lines To: 1.1 Public Entrance/Lobby
2.2 Information Desk

Components:

Circulation Desk/Sorting & Returns	Quantity	Item	SF/Item	Total SF	SF Needed
staff counter positions	2.0	positions	50.00	100	
receipt printers, security system sensitizer/desensitizers	2.0	unitss	2.50	5	
cash register	1.0	machine	10.00	10	
telephone handsets	2.0	phones	n.a.	n.a.	
shelving 72", for reserves	3.0	sections	10.30	31	
parking for circulation staff book trucks	2.0	trucks	8.00	16	
networked printer	1.0	printer	12.00	12	
display of Library handouts, blt into desk	1.0	unit	6.00	6	
queuing space	6.0	people	6.00	36	
work stns for returns @ 40 sf	1.0	wkstns	40.00	40	
work counter w/ wet sink 4'Lx2.5'D w/ storage below	1.0	counter	10.00	10	
sections full-ht shelving for snags, damaged items, etc	1.0	sections	10.30	10	
book truck parking	14.0	trucks	8.00	112	
extra return bins	3.0	bins	10.00	30	
Total				418	418

3.1 New Books Browsing

90 sq. ft.

This space needs to be visible from the entrance and visually appealing. It has a “marketing” mission and is intended to draw visitors over to browse through the new items. Special, more notable signage will be appropriate here—perhaps neon.

New circulating books and highlighted materials from the collection will be displayed here on high-low, 84” & 45” high shelving, with some of the books displayed face-out.

Lighting: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space.

Occupancy: 2-6

Adjacencies: 3.9 Adult Audiovisual Media

Sight Lines To: Main Path of Travel

Components:

New Books Browsing	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 45", display-type, for new books	5	sections	10.30	50	
shelving, 84", display-type, for new books	2	sections	10.30	20	
shelving, 45", display-type for highlighted collections	2	sections	10.30	20	
Total				90	90

3.2 Community Information

24 sq. ft.

Members of the community seeking jobs, training, educational opportunities, citizenship information, health and social service agencies, etc. will need a convenient space for informational brochures.

Two kiosks for display of Library handouts and a bulletin board are needed to disseminate community information and publicize community events. The units should be freestanding kiosks that can accommodate materials in a variety of formats and sizes.

The kiosks should be placed in a highly visible area of the Library near the public entrance, but not so close to the electronic doors that people browsing the units will inadvertently trip the electronic door-opening sensor.

Occupancy: 1-4

Adjacencies: 1.1 Public Entrance/Lobby

Components:

Community Information	Quantity	Item	SF/Item	Total SF	SF Needed
display unit, free standing, with brochure & nsp racks,	2.0	units	12.00	24	
bulletin board	2.0	boards	0.00		
Total				24	24

3.3 Information, Reference & Children's Service Desk

354 sq. ft.

This service desk will be staffed at all times that the Branch Library is open. Staff here will assist library users to locate the information and materials they seek, will assist recreational readers to find satisfying materials, and will help library users formulate research strategies for personal information needs and/or school assignments.

The Information Desk must have a clear visual connection to the Circulation Desk so that patrons can be easily referred from one service point to the other. The Information Desk will have three staff positions, which will be ADA compliant, at sitting height. Each position will need to have two low shelf units for ready reference and professional materials as well as a mobile, under desk lateral file cabinet. Each staff position will also be equipped with a consultation seat on the public side of the desk. These seats should be lightweight and portable so that they can be reconfigured as needed. While the design of the service desk should provide a division between public and staff space, care should be taken to avoid creating a formal or formidable barrier here—library users should feel welcome to approach this casual, but professional service point.

Staff working at this service desk will be on the move constantly, standing up and sitting down, moving from the service desk to computer stations and into library collections—adult, teen, and children's, to assist users. They need to be able to move quickly and easily from the desk area into the rest of the Library.

Both the print reference collection and the public access computers need to be adjacent to this service desk, and there must be a clear, open and obvious path of travel from one side of the desk to the children's area of the Library. This side of the desk should include the staff position assigned to children's services. Teen activities will also be monitored from this service desk, so a clear line of sight to that area will be required.

Acoustics: Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the desk area from the adjacent spaces to prevent noise from this constantly active space from intruding unduly into the general public areas.

Lighting: Locate lighting over the service desk to provide excellent light quality continuously along the counter without introducing glare reflected from the computer screens.

Technology: Three networked staff computers, with monitors, keyboards and mouse will be located here, with CPUs mounted beneath the work surface. The computers must be linked to a networked library printer. Each staff position will require a telephone handset and a barcode scanner.

Occupancy: 1-3 staff, 2-6 public

Adjacencies:

3.4	Reference Collection
3.5	Adult & Teen Computers
4.1	Children's Reference/New/Magazines

3.3 Information, Reference & Children's Service Desk (continued)

Sight Lines To:	2.2	Circulation Desk
	3.6	Adult Circulating Books
	3.7	Quiet Reading/Study Area
	3.11	Teen Area
	3.12	Group Study Room
	3.13	Tutoring Room
	3.15	Family Learning Center & Computer Learning Lab
	4.2	Computers for children
	4.5	Children's Audiovisual Media Collection

Components:

Information/Reference & Youth Services Desk	Quantity	Item	SF/Item	Total SF	SF Needed
staff counter positions, with computer workstations	3.0	positions	55.00	165	
lateral files, mobile, under work counter	3.0	files	n.a.	n.a.	
telephone handsets	3.0	phones	n.a.	n.a.	
networked printer	1.0	printer	12.00	12	
shelving, 45" @ desk	6.0	sections	12.00	72	
patron consultation seats	3.0	seats	25.00	75	
queuing space	5.0	people	6.00	30	
Total				354	354

3.4 Reference Collection

137 sq. ft.

This space contains the adult, and teen reference book collections on 72" high shelving with a rollout middle shelf to facilitate handling of heavy reference books. The shelving needs to be arranged for convenient access from the Information Desk so that staff can quickly and easily help library users with their research.

Lighting: Lighting levels over the book stacks must meet the levels called for in *Section II. General Design Considerations. Lighting.*

Technology: Seats at the reference area table should have power and data access for hand-held computing devices and be within wireless connectivity zone.

Occupancy: 2-5

Adjacencies: 3.3 Information Desk

Sight Lines To: 3.6 Adult Circulating Books
3.14 Copy Center

Components:

Adult Reference Collection	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 72" w/roll-out shelf	4.8	sections	10.30	49	
seating@ 4-pl tables	4.0	seats	22.00	88	
Total				137	137

3.5 Adult and Teen Computers

666 sq. ft.

This area will contain seventeen public access, sit-down computer workstations, offering access to the Internet and specialized information resources. Three of these computer workstations will accommodate two chairs so that users can collaborate at the computer. In addition to the sit-down workstations, the area will have two stand-up computer workstations where library users can search for library materials and/or accomplish quick Internet searches. The computer units should be grouped together for visibility by the public and staff, and should be placed in proximity to the Information Desk to allow staff to easily help patrons at the machines. Four networked printers and one networked scanner are also accommodated within the space.

This computing area of the Library will generate a significant amount of heat, so it must be in an area with open-air circulation that is away from direct sunlight. The click of computer keys and people working together or with library staff at computer stations can be somewhat noisy, so it will be important to provide some acoustical buffering for the area. Orientation and lighting should be carefully planned to avoid screen glare.

When selecting furnishings for the computer workstations, care should be given to selecting units with flexible and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for a computer mouse, books, papers and writing space, and should afford each user some degree of privacy.

The public computers should include hardware/software to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

At least one of these public computer stations must be equipped to accommodate users with a variety of disabilities—wheelchair access, computer voice assistance technology, specialized keyboards, etc.

Acoustics: Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding into the surrounding areas.

Lighting: Orient the workstations and position lighting to avoid screen glare.

Technology: Seventeen sit-down and two stand-up networked computers with monitors, keyboards and mouse will be located here, with CPUs mounted below the work surfaces. All workstations here should be linked to public color printers and scanners. Workstations will be equipped with software applications, including word processing, desktop publishing and spreadsheets. Internet access and online catalog information will be accessible from each workstation. Time-management software will be installed on these computers to free library staff from scheduling duties. Peripheral devices will include four networked printers and one networked scanner. Equip at least one public computer station to accommodate users with disabilities—consult the *Telecommunications Act Accessibility Guidelines* and local codes for guidance and refer to the *Interior Considerations, Section III.B.4 Public Access Technology* section of this document.

3.5 Adult and Teen Computers, continued

Occupancy: 6-19

Adjacencies: 3.3 Information Desk

Components:

Adult & Teen Computers	Quantity	Item	SF/Item	Total SF	SF Needed
computers, sit-down workstns w/1 seat	14.0	wkstns	32.00	448	
computers, sit-down workstns w/2 seats	3.0	wkstns	42.00	126	
computers, stand-up workstns	2.0	wkstns	16.00	32	
networked printers atop low-height supply cabinets	4.0	prtr	12.00	48	
networked scanner atop low-height supply cabinet	1.0	scanner	12.00	12	
Total				666	666

3.6 Adult Circulating Books

1,404 sq. ft.

Adult nonfiction, fiction, genre, large print, oversized and paperback books will be shelved here, on 84" high shelving. Mass-market paperbacks will be shelved on spinners inset into standard shelf units. Display shelving and slatwall stack ends will be used here to allow for display and highlighting of the collection and to maximize the space's marketing appeal. Oversized books will be shelved separately within this area, and will require deep (15") shelves.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Lighting: Lighting levels over the book stacks must meet the levels called for in *Section II. General Design Considerations. Lighting.*

Technology: Seating at tables should provide access to power and data for users' hand-held computing devices and be within wireless connectivity zone.

Occupancy: 8-24

Sight Lines To:

- 3.3 Information Desk
- 3.4 Adult Reference Collection
- 3.10 Adult International Languages Collection
- 3.11 Teen Area

Components:

Adult Circulating Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables	24.0	seats	25.00	600	
shelving, 84" sh for genre	5.0	sections	10.30	52	
shelving, 84" sh for fiction	20.0	sections	10.30	206	
shelving, 84" sh for lg print	2.5	sections	10.30	26	
shelving, 84" spinners inset in shelf unit for pbks	1.0	sections	10.30	10	
shelving, 84" sh for nonfiction	46.0	sections	10.30	474	
shelving, 84" sh for oversized (Q), 15" shelf	3.0	sections	12.20	37	
Total				1,404	1,404

3.7 Quiet Reading/Study Area

400 sq. ft.

The MacArthur Park Branch Library is used heavily as a study space—both after school and by the general community. Area residents tend to live in relatively crowded quarters, so it can be very difficult to find space and quiet for study. The community needs to have access to an area in the library that is conducive to quiet, focused study and reading. The selection of furnishings and colors for this area should support the perception that it is a calm, quiet space.

Four 4-place tables will be allocated to this space. The area will not be in a separate room, but will be set apart somewhat and designated as a quiet area through furnishings and signage.

Acoustics: This area needs to be acoustically protected from the general public space and well away from the main paths of travel through the Library.

Lighting: Task lighting at each seat should be considered here.

Technology: Seating should provide access to power and data for user's hand-held computing devices and be within wireless connectivity zone.

Occupancy: 4-16

Sight Lines To: 3.3 Information Desk

Quiet Reading/Study Area	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables	16.0	seats	25.00	400	
Total				400	400

3.8 Community Living Room/ Magazines & Newspapers

542 sq. ft.

Many neighborhood residents live in crowded quarters and have little opportunity to sit quietly and comfortably to read or reflect. Space is needed for comfortable, quiet seating in a peaceful atmosphere away from the appropriately noisy children's area. This may be the most upscale area of the facility, providing the community with a shared and valued "living room." It should have lounge seating, attractive displays of books, magazines and newspapers and features that encourage contemplation such as views to an exterior landscaped area or garden.

This area is meant to be a relaxing, comfortable, somewhat quiet place in which the Library's magazines and newspapers for adults will be available for reading and browsing. Library visitors will also use this area for reading books and having quiet conversations.

The ambience of this space will be key to its success. Acoustics, lighting, interior design and furnishings will need to define the area as a peaceful place for relaxed reading and contemplation. Both table and lounge chair seating will be available here. While it should be visible from the main path of travel, it should be set off a bit.

Acoustics: This area needs to be acoustically protected from the general public space and set back from the main paths of travel through the Library.

Technology: User table/chair seating should have access to power and data for hand-held computing devices and be within wireless connectivity zone

Occupancy: 6–16

Sight Lines To: Main Path of Travel

Components:

Community Living Room / Magazines & Newspapers	Quantity	Item	SF/Item	Total SF	SF Needed
seating, lounge chairs	8.0	seats	35.00	280	
seating, 4-place tables	8.0	seats	25.00	200	
shelving, 72" slanted for magazines display	5.0	sections	10.30	52	
shelving, 84" for newspaper display & backfiles	1.0	sections	10.30	10	
Total				542	542

3.9 Adult Audiovisual Media

290 sq. ft.

In this diverse community, many languages are spoken. A significant percentage of the population, both children and adults, is learning the English language. Audio and video materials that can enhance language skills are in great demand as are materials in various languages that serve as resources for recreation and information. This space will be a busy area of the Library and should be highly visible and easy to find. It will contain music on compact discs, books on tape and CD, computer software, videos and DVDs and future formats not currently in the collections. Audiovisual media for children will be found in the children's services area.

Adult patrons wishing to use audiovisual materials while visiting the Library, can access a listening station located in the tutoring room.

Acoustics: Locate this bustling space away from quieter study or reading areas.

Occupancy: 6–12

Sight lines To: Main Path of Travel
3.1 New Books

Components:

Adult Audiovisual Media	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 72", for videos	3.0	sections	10.30	31	
shelving, 72", for DVDs	3.0	sections	10.30	31	
shelving, 72" browse bins for music CDs	3.0	sections	10.30	31	
shelving, 72", for books on tape & on CD	7.0	sections	10.30	72	
shelving, 72", for CDRom software	1.0	sections	10.30	10	
shelving, 72", for new AV formats	1.0	sections	10.30	10	
seating, lounge chairs	3.0	seats	35.00	105	
Total				290	290

3.10 Adult International Languages Collection

390 sq. ft.

The community served by this library is the most racially and ethnically diverse section of the City of Long Beach. The Hispanic community in the MacArthur Park Branch Library service area makes up almost 54% of the total population, and the service area is home to the largest Cambodian population in California and the largest Cambodian population outside of Cambodia proper—many Hispanic and Asian residents came to the area as new immigrants.

Consequently, the international languages collection of the Library, made up chiefly of materials in Spanish, Khmer and Vietnamese, is cherished and well used. These language collections should be located prominently, so that visitors will immediately know that they are welcome and that they will find materials to meet their needs and interests.

Interior design and furnishings should lend this section of the Library its own personality, and should encourage visitors to browse, sit and read here, using books, magazines and newspapers and audiovisual media resources. The area should be close enough to the other adult circulating collections to allow users to move easily between the English and non-English collections.

Technology: User table/chair seating should have access to power and data for hand-held computing devices and be within wireless connectivity zone.

Occupancy: 2-7

Sight Lines To: 3.5 Adult & Teen Computers

Components:

Adult Intl Languages Collection	Quantity	Item	SF/Item	Total SF	SF Needed
seating@ 4-place table	4.0	seats	25.00	100	
seating, lounge chairs	3.0	seats	35.00	105	
shelving, 84" for books	14.0	sections	10.30	144	
shelving, 72" slanted for magazine display	1.0	sections	10.30	10	
shelving, 72" for newspaper display & backfiles	1.0	sections	10.30	10	
shelving, 72" AV browsing for recreational language media	1.0	sections	10.30	10	
shelving, 72" AV browsing for language learning	1.0	sections	10.30	10	
Total				390	390

3.11 Teen Area

635 sq. ft.

Service to youth is a high priority that was expressed by many community representatives. Most communities need library space that teens can call their own. This space is especially critical in the Anaheim Corridor area, where gang-related violence is a serious community concern.

While this age group will be encouraged to use the entire facility, this area will be furnished and outfitted to give teens a safe, comfortable, welcoming place that they may claim as their space. After school, evenings and on the weekends, this will be a lively space in which teens and pre-teens will “hang-out”, meet friends, read books and magazines, work on computers and listen to music.

The space needs some separation from other areas—especially those intended for quiet reading and study. At the same time, it needs to be within a clear line of sight from the Information Desk to allow staff to monitor activity. The space should have more design and esthetic relationship to the adult spaces of the building than to the children’s spaces, but should provide a youthful atmosphere.

Paperback and hardback books, audiovisual materials and magazines for teens will be shelved here. Comfortable seating is needed, including round tables and lounge chairs. Adjacency to the public access library computers is critical to the success of this area. A line of sight is needed to the circulating adult non-fiction collection since students will need to access these collections for many of their school assignments. Teens using this area should also be able to easily access the Group Study Room where they can work together on school assignments and related activities.

Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Acoustics: This area needs to be acoustically separated from the general public space and well away from the main paths of travel through the Library.

Technology: Seating at tables and chairs should provide access to power and data for user’s hand-held computing devices and be within wireless connectivity zone.

Occupancy: 3-12

Adjacencies: 3.5 Adult & Teen Computers

Sight Lines To: 3.3 Information Desk
3.6 Adult Circulating Books
3.12 Group Study Room

3.11 Teen Area, continued

Components:

Teen Area	Quantity	Item	SF/Item	Total SF	SF Needed
seating, lounge chairs	4.0	seats	35.00	140	
seating @ 4-place table, round	8.0	seats	22.00	176	
shelving, 72" for teen fiction	7.0	sections	10.30	72	
shelving, 72" for teen videos	1.0	sections	10.30	10	
shelving, 72" for teen DVDs	1.0	sections	10.30	10	
shelving, 72" AV browsing, teen music CDs	1.0	sections	10.30	10	
shelving, 72" for teen books on tape & CD	1.0	sections	10.30	10	
shelving, 72" for CDRom software	1.0	sections	10.30	10	
shelving, 72" AV browsing, new AV formats	1.0	sections	10.30	10	
shelving, 72" display for teen paperbacks	2.0	sections	10.30	21	
shelving, 72" slanted for magazine display	1.0	sections	10.30	10	
shelving, 72" for teen nonfiction	15.0	sections	10.30	155	
wall-mounted display boards for posters, teen art projects, etc.				na	
Total				635	635

3.12 Group Study Room

150 sq. ft.

Today's school curricula emphasize the importance of cooperative learning. In this community with a large population of school-age children, many living in households with little space that is conducive to study, it is important to provide a venue for collaborative study. Students, both school-age and adult, will use this room that seats up to six people for shared learning and brainstorming sessions. The room can also serve as a small meeting room for the community.

The Group Study Room will need to have Internet access via hardwired or wireless connections, and it should be equipped with a wall-mounted white-board. At least one wall of the room should be glazed so that library staff can monitor activity there.

Acoustics: The room should be designed so that noise generated by the occupants is contained within the space.

Technology: Power, voice and data access will be required in this room to accommodate hand-held computing devices.

Occupancy: 2-6

Sight Lines To: 3.3 Information Desk
3.11 Teen Area

Components:

Group Study Room	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 6-pl table with Internet ports	6.0	seats	25.00	150	
wall-mounted white board	1.0	board	0	0	
Total				150	150

3.13 Tutoring Room

115 sq. ft.

Adults and school-age students will use this room for one-on-one or small group tutoring sessions. It is expected that the room will be used both for purely academic needs to supplement educational programs, especially language learning programs, and also by the community in general for one-on-one or small group advising needs—financial, legal, etc.

The room will need to have Internet access via hardwired or wireless connections, and it should be equipped with a wall-mounted white board and an audio listening station for language learning. At least one wall of the room should be glazed so that library staff can monitor activity.

Acoustics: The room should be designed so that noise generated by the occupants is contained within the space.

Technology: Power, voice and data access will be required in this room to accommodate hand-held computing devices. The audio listening station will need a standard, grounded electrical outlet. The listening station equipment will be a retail-quality “boombox” compact CD/audiocassette playback unit, secured to a table. Audio headsets will be issued to users at the Circulation Desk.

Occupancy: 2-4

Sight Lines To: 3.3 Information Desk

Components:

Tutoring Room	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ round, 4-pl tables with Internet ports	4.0	seats	22.00	88	
audio listening workstation	1.0	station	27.00	27	
Total				115	115

3.14 Copy Center

103 sq. ft.

Copy machines and associated small equipment will be needed in the Branch Library to serve walk-in traffic as well as the needs of library users. In addition to the two public copy machines, this space will contain small equipment that may include a change machine, a debit card dispenser, a hole punch, etc. so it will require a work counter with a locking storage cabinet below.

When planning the wiring and communications service for the building, the likelihood of networked connections for the copy machines should be included so that jobs can be sent directly from staff and/or public computers to copy machines.

This area needs to be visible from the Reference Collection area, and also from the main path of travel, so that it is easy for patrons to find. It also needs to be somewhat separated for acoustical buffering, but not in an enclosed space.

Acoustics: The space should be designed so that noise generated by the equipment here is contained within the space.

Technology: One black & white and one color copier will be housed here. Both should be network capable so that copy/print jobs can be sent directly here from public and/or staff computers. Card and/or coin operating systems will be employed, requiring additional electrical outlets. A cabling management system will be required in this space.

Occupancy: 1–4

Adjacencies: 3.4 Reference Collection

Sight Lines To: Main Path of Travel

Components:

Copy Center	Quantity	Item	SF/Item	Total SF	SF Needed
copy machine, standard	1.0	machines	40.00	40	
copy machine, color	1.0	machines	40.00	40	
storage cabinet w/ work counter & small equipment, 3'Lx3'D + circulation	1.0	cabinet	23.00	23	
Total				103	103

3.15 Family Learning Center and Computer Learning Lab

782 sq. ft.

The well-being and future prospects of the community's children are the first priority of the residents of the community. This sentiment was expressed repeatedly by community representatives during the needs assessment process. The joint venture project developed between the Library and Long Beach Unified School District focuses on this priority and has resulted in the creation of a Family Learning Center and Computer Learning Lab. The center will support after school homework needs in a separate, professionally supervised area in the Library. Sixteen computer workstations, six of them with two seats each, will be available here. The computers will be loaded with a variety of software to support document preparation and which mirrors school programs and requirements. Each computer workstation in this space will need to have sufficient room for a mouse, books, papers, and writing materials. The center is also equipped with printers and a scanner to support student work.

A collection of study and curriculum support materials will be housed here in two sections of shelving. A supply cabinet will hold materials that students need to complete their work.

A homework helper/teacher station is provided where students can confer with a teacher/helper about their assignments, and receive expert assistance during peak usage hours.

This area will also serve as a computer training space for community adults, in an effort to reduce the "digital divide" and to empower parents to assist their children with schoolwork. For this function, the space will include a technology instructor's station with console and a ceiling mounted projection system.

At least one wall of the center should be glazed for visual control of the space, and needs to be in sight of the Information Desk. The center will need to be adjacent to the children's collections so that students can readily retrieve needed resources to support their assignments.

This room should be planned as a separate HVAC zone, since computers and high usage by active children will likely raise the temperature of the space. Care should be taken with lighting to eliminate or reduce screen glare, and sound-reducing acoustics will be needed here. Furnishings will need to be comfortable for long-term use, highly durable and easily cleaned.

On different walls, provide a wall-mounted white board and a pull-down screen.

Technology: The Family Learning Center and Computer Learning Lab will have 16 public sit-down computer workstations and 2 instructor/trainer stations with monitors, keyboards and mouse, with CPUs mounted below the work surfaces. The homework assistant teacher station will have a computer workstation; the computer literacy trainer station will have a computer equipped with a projection console. A ceiling-mounted data projection system and control console are required. Peripheral devices will include printers, a video camera, microphones for ESL practice and a scanner. It is recommended that the room be a separate zone of the HVAC system, since considerable heat can be generated by the amount of equipment and users in this space.

3.15 Family Learning Center & Computer Learning Lab, continued

Occupancy: 8-23

Adjacencies: 4.0 Children's Collections

Sight Lines To: 3.3 Information Desk

Components:

Family Learning Center & Computer Learning Lab	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 72" for homework support collection	2.0	sections	10.30	21	
bulletin board	1.0	board	n.a.	n.a.	
wall-mounted white board	1.0	board	n.a.	n.a.	
supplies cabinet, locking	2.0	cabinets	12.00	24	
lateral file, locking	1.0	file	15.00	15	
homework asst/teacher station, w/computer, w/2 chairs, w/phone	1.0	station	45.00	45	
computers, sit-down workstns w/1 seat	10.0	wkstns	32.00	320	
computer sit-down workstns w/2 seats	6.0	wkstns	42.00	252	
networked printers	4.0	printers	12.00	48	
networked scanner	1.0	scanner	12.00	12	
computer literacy trainer station w/ computer & projection console	1.0	station	45.00	45	
wall/ceiling mounted pull-down screen	1.0	screen	n.a.	n.a.	
ceiling mounted projection system	1.0	system	n.a.	n.a.	
Total				782	782

4.1 Children's Reference, New/Display Books & Magazines 100 sq. ft.

This space will serve as the entrance to the children's area of the Library. It should set the tone of the entire area, acting as a transition zone to a more child-focused space. It is important that this transitional space be interesting and colorful, so as to draw children and families into the rest of the area.

An aquarium will be located here, along with shelving for new and/or highlighted children's books, shelving for magazines, and shelving for the children's reference materials.

Technology: Electrical outlets will be required for aquarium maintenance.

Occupancy: 2-6

Adjacencies: 3.3 Information Desk

Components:

Children's Reference, New Books & Magazines	Quantity	Item	SF/Item	Total SF	SF Needed
aquarium, 3' x 6' + 100% circulation	1.0	aquarium	36.00	36	
shelving, 66"w/12" shelf for reference	3.0	sections	11.25	33	
shelving, 66" display for J new books	2.0	sections	10.30	21	
shelving, 45" slanted for magazines	1.0	sections	10.30	10	
wall-mounted display boards for posters etc.				n.a.	
Total				100	100

4.2 Family Space & Parent's Collection

171 sq. ft.

This space is intended to support parents looking for ways to improve their parenting skills and help their children learn. With 52% fifty-two percent of the households in the community including children under the age of 18 living at home, this will be a heavily used resource for the community. Its collection is meant to complement the work of the community's educators, who constantly seek ways to encourage parental participation in the educational process. Encouraging families to read together, improve children's English language skills and increasing adults' awareness of parenting skills are goals supported by this collection.

This area of the Library is conducive to family use, with easy, lounge chairs and collections of parent's magazines and books that address the challenges and pleasures of parenting. It is expected that parents and children may use this space together, and/or that parents may sit here and browse through the parenting materials while their children use the adjacent children's collections.

Occupancy: 1-4

Sight Lines To:

- 4.4 Children's Circulating Books
- 4.5 Children's Audiovisual Media Collection
- 4.6 Children's Picture Books

Components:

Family Space/Parents' Collection	Quantity	Item	SF/Item	Total SF	SF Needed
seating, lounge chairs	4.0	seats	35.00	140	
shelving, 66" for parents books	2.0	sections	10.30	21	
shelving, 66" slanted for parents magazines	1.0	sections	10.30	10	
Total				171	171

4.3 Children's Computers

310 sq. ft.

This section of the Library will include eight sit-down computers for children to use either on their own or with friends and family. Three of the computer workstations include two seats each to facilitate sharing and collaboration. Two printers will be available to support the children's computers.

In addition to the Library's on-line system and the Internet, these workstations will be loaded with a variety of child-oriented software programs and learning tools.

Acoustics: Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding into the surrounding areas.

Lighting: Orient the workstations and position lighting to avoid screen glare.

Technology: Eight sit-down computer workstations will be available here. All will be networked computers with monitors, keyboards and mouse, with CPUs mounted below the work surfaces. Peripheral equipment will include two printers, headphones and microphones for practicing ESL.

Occupancy: 4-10

Sight Lines To: 3.3 Information Desk
4.7 Storytelling & Class Visit Space

Components:

Children's Computers	Quantity	Item	SF/Item	Total SF	SF Needed
computers, sit-down workstns w/1 seat	5.0	wkstns	32.00	160	
computers, sit-down workstns w/2 seats	3.0	wkstns	42.00	126	
networked printers	2.0	prtr	12.00	24	
Total				310	310

4.4 Children's Circulating Books

1,542 sq. ft.

The majority of the children's collections will be housed here, interspersed with four-place tables and chairs to allow children to use the collections in the Library. This area will include children's nonfiction, fiction, paperbacks, and easy readers. The various collections will need to be defined through interior design, shelf arrangement and signage.

Mass-market paperbacks will be shelved on rotating racks inserted into standard shelf units, and standard shelves will include slatwall stack ends for display.

Lighting: Lighting levels over the book stacks must meet the levels called for in *Section II. General Design Considerations. Lighting.*

Technology: User table seating should have access to power and data for hand-held computing devices and be within wireless connectivity zone.

Occupancy: 8-32

Sight Lines To: 4.2 Family Space/Parent's Collection
4.6 Children's Spanish Language Collection

Components:

Children's Circulating Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables	32.0	seats	25.00	800	
shelving, 66" for J fiction	14.0	sections	10.30	144	
shelving, 66" for J genre	4.0	sections	10.30	41	
shelving, 66" for Easy Readers	6.0	sections	10.30	62	
shelving, 66" for J nonfiction	47.0	sections	10.30	484	
shelving, 66" display for J paperbacks	1.0	sections	10.30	10	
Total				1,542	1,542

4.5 Children's Audiovisual Media Collection

220 sq. ft.

Children and their families will browse through this collection to find audiovisual materials to checkout for home use and/or use in the Library. This will be an active area with collections of videos, DVDs, CDs, CD-ROMs and children's audiovisual kits shelved in 66" high shelving units, some equipped with browsing bins.

There will be a listening station equipped with two seats in this area of the Library.

Technology: Electrical outlets to support the audio listening station will be required. The listening station equipment will be a retail-quality "boombox" compact CD/audiocassette playback unit, secured to a table. Audio headsets will be issued to users at the Circulation Desk.

Occupancy: 4-16

Sight Lines To: 4.2 Family Space/Parent's Collection
4.7 Children's Picture Books

Components:

Children's Audiovisual Media Collection	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 66" with 6" deep sh for J videos	1.0	sections	10.30	10	
shelving, 66" AV browsing for DVDs	3.0	sections	10.30	31	
shelving, 66" AV browsing sh for J music CDs	2.0	sections	10.30	21	
shelving, 66" for J books on tape	2.0	sections	10.30	21	
shelving, 66" for CDRom software	1.0	sections	10.30	10	
shelving, 66" sh w hanging rds for AV kits	7.0	sections	10.30	72	
shelving, 66" AV browsing for new AV formats	1.0	sections	10.30	10	
audio listening station w/2 seats	1.0	station	45.00	45	
Total				220	220

4.6 Children's Spanish Language Collection

134 sq. ft.

With the exception of the Spanish collection, experience at other branches shows that juvenile non-English language collections have higher circulation rates when integrated with the adult language collections. Therefore, children's international language materials, other than Spanish, will be shelved with the Adult International Languages Collection. Children's materials in Spanish will be shelved here, near the rest of the children's circulating books.

This collection will be popular and well used, and should be a simple extension of the rest of the children's books, designated primarily by signage and the use of book displays on shelves and slatwall stack ends.

Occupancy: 2-8

Sight Lines To: 4.4 Children's Circulating Books

Components:

Children's Spanish Language Collection	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 66" for J languages books	8.0	sections	10.30	83	
shelving, 66" for J languages magazines	1.0	sections	10.30	10	
shelving, 66" for J languages AV media	1.0	sections	10.30	10	
shelving, 66" with hang-up rods for J language learning	3.0	sections	10.30	31	
Total				134	134

4.7 Children's Picture Books

867 sq. ft.

Reading to and with young children is critical to children's reading readiness when they enter school. The MacArthur Park Branch Library will foster early childhood reading experiences by providing a strong collection of picture books in an appealing setting, where youngsters and parents can select books to take home and/or to read in the Library.

Books here will be shelved on appropriately low shelving, with canopy tops for displays, placement of learning toys/tools and baskets of board books, etc. Seating here will include toddler-sized tables and chairs as well as two-place lounge seats where parents, siblings or caregivers can read with a young child.

The space will include a small open area for play, where children can use hands-on learning toys/tools.

This area of the Library should be adjacent to the storytelling & class visit space.

Acoustics: The room should be designed so that noise generated by the occupants is contained within the space.

Occupancy: 6-16

Adjacencies: 4.8 Storytelling & Class Visit Space

Sight Lines To: 1.3 Community Meeting Room

Components:

Children's Picture Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables, round for toddlers	12.0	seats	22.00	264	
seating, 2-place lounge chairs	2.0	seats	45.00	90	
shelving, 45"w/12" shelf, for picture books	39.0	sections	11.25	439	
open play space for toddlers with learning toys/activities	n.a.			74	
Total				867	867

4.8 Storytelling and Class Visit Space

282 sq. ft.

This space will be used regularly for pre-school story times as well as for frequent weekday class visits from area elementary schools. In this community where 75% of elementary school children are English Language Learners, a venue for storytelling is extremely important to promote exposure to the English Language and to help prepare children to be strong readers. The design of the space should set it apart and should enhance the experience of intimate storytelling—an interactive activity between the presenter and the listeners. Riser-style seating for up to twenty-five children will be needed here.

Special lighting can be used to great effect in this space to highlight the presentation area and reduce lighting in the seating area so as to impart a sense of excitement and “theatre”.

It will be important for this space to be adjacent to both the Picture Book Area so that preschoolers can move easily from the collections to the storytelling space, and to the Children's Computers so that visiting school classes can receive instruction on how to use the computers.

Acoustics: This area should be designed and positioned within the facility to minimize noise generated by programs from intruding into other areas of the Library.

Lighting: Incorporate downlights into the space to allow highlighting of the storyteller or performer.

Technology: Special attention should be paid to lighting in this area. The presentation area should be highlighted and lighting in the seating area should be on a rheostat so that the lights can be dimmed.

Occupancy: 5-25

Adjacencies: 4.3 Children's Computers
4.8 Picture Books

Components:

Storytelling & Class Visit Space	Quantity	Item	SF/Item	Total SF	SF Needed
Riser-style floor seating	25.0	seats	10.00	250	
stroller parking	4.0	strollers	8.00	32	
Total				282	282

5.1 Branch Manager's Office

120 sq. ft.

This space is the only private office in the Branch Library. Include an interior window in the office wall or door that looks out into the Library and provide blinds for this window. The office needs a desk, an adjustable ergonomic chair, a lateral file, two guest chairs and one section of full height shelving. The desk must accommodate a computer, printer and telephone.

Technology: The office will require one networked, desk-top computer, a dedicated printer and a telephone handset. As an energy-saving feature, consider the use of sensors for the office overhead lights.

Occupancy: 1–3

Sight Lines To: 5.2 Staff Work Area

Components:

Branch Manager's Office	Quantity	Item	SF/Item	Total SF	SF Needed
desk, task chair & 2 guest chairs	1.0			94	
computer/printer at desk	1.0			n.a.	
shelving, 84"	1.0	section	11.00	11	
lateral file	1.0		15.00	15	
Total				120	120

5.2 Staff Work Area

567 sq. ft.

When staff is not working directly with the public at the Library's service desks, public areas, or offsite, they will use this space to accomplish back-of-the-house tasks. The space should facilitate collaboration, but also allow individual staff members to concentrate on demanding tasks. People and book trucks will constantly move through this space, so considerable care needs to be given to planning traffic patterns and acoustics. Lighting must be sufficient to accomplish deskwork and must also avoid screen glare on computers.

Six modular workstations will be used here—four will be individual workstations, and two, somewhat smaller workstations, will be shared by rotating staff members. Each workstation will need a computer, a phone handset, and a set of under-desk files. Furnishings should be selected that meet ergonomic standards and that are adjustable to individual needs.

The space includes shelving for books, program collections, etc., and a counter at standing height for the preparation of programming materials to include drawers and flat storage for posters, poster-board, and other materials.

Wall and corner finishes should include bumpers for book trucks. This will be a high traffic area with continual movement of book trucks and other materials between this space and other parts of the Library.

Entrances to this space need to be extra wide, designed so that doors are easily opened when pushing carts, etc. between this and adjacent spaces. The staff workspace should be screened from direct view.

When designing this space, the architects and interior designers should work closely with Library staff and administrators.

Technology: Include six networked, desk-top computers, each with monitor, keyboard, mouse and with the CPUs mounted below the work surface. Include six telephone handsets, two networked, color printers located on staff modular workstations and barcode scanners. Staff here will use the public copy machines, so it will be important that staff computers be networked to the copiers so that copy/print orders can be sent directly from staff computers.

Occupancy: 4-6

Adjacencies: 5.4 Staff/Deliveries Entrance & Lockers

Sight Lines To:

- 5.1 Branch Manager's Office
- 5.3 Supplies & Equipment Storage
- 5.5 Staff Lounge

5.2 Staff Work Area, continued

Components:

Staff Work Area	Quantity	Item	SF/Item	Total SF	SF Needed
workstations, 8' x 8' & 25% circ space, with computers, printers, telephones and other peripheral equipment	4.0	wkstns	80.00	320	
workstation, shared task based, 5'x6' & 25% circ. space	2.0	wkstns	38.00	76	
sections full-ht shelving	10.0	sections	10.30	103	
lateral files, under work counter	7.0	files	n.a.	n.a.	
shelving, 84" for programming collection	1.0	sections	10.30	10	
work counter for preparation of programming materials, 6'Lx4'D + 40% circ. w/ storage below	1.0	counter	34.00	34	
shared, networked printers	2.0	printers	12.00	24	
bulletin board & white board	2.0	boards	n.a.	n.a.	
<i>note: staff will use public copy machines</i>					
Total				567	567

5.3 Supplies & Equipment Storage

171 sq. ft.

General storage will be needed for library supplies and equipment. Both standard and industrial shelving will be used here and some floor space will be kept open for boxes and other bulky storage items. This space can either be in a separate room or can be combined with the Staff Work Area.

Sight Lines To: 5.2 Staff Work Area

Components:

Supplies & Equipment Storage	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 84"	4.0	sections	10.30	41	
shelving, industrial, 80"	2.0	sections	15.00	30	
clear floor space for box storage	n.a.			100	
Total				171	171

5.4 Staff/Deliveries Entrance & Lockers

116 sq. ft.

This entrance will be used by the Library staff and by delivery personnel. It will need to be well-lighted both outside and inside the building for safety and will need to have an overhang on the exterior to protect people from the weather. The exterior of this entrance should have a call button that produces an audible signal in the staff work area, a communication system to allow staff to speak with the person at the door prior to allowing them into the building and a lighted signal at the Circulation Service Desk to notify staff that deliveries have arrived.

The entrance needs to include either a coat rack or a coat closet for coats, umbrellas, etc., and should include sixteen half-height lockers for staff and volunteer workers.

Technology: A service buzzer is required. It will be rung from the exterior of the Staff/Deliveries Entrance and must be audible in the staff work area, with a visual, lighted signal at the Circulation Desk.

Occupancy: 1-4

Adjacencies: 5.2 Staff Work Area

Sight Lines To: 6.1 Telecommunications Room

Components:

Staff/Deliveries Entrance & Lockers	Quantity	Item	SF/Item	Total SF	SF Needed
lockers, half-height @ 5 sf ea stack	16.0	lockers	2.50	40	
mail/delivery sorting counter, 10'Lx2.5'D w/fax on counter & pigeon holes above + circulation	1.0	counter	40.00	40	
delivery tote box stacking space (12 box cap)	4.0	stacks	4.00	16	
coat closet or coat rack @ 8' long	1.0	closet	20.00	20	
Total				116	116

5.5 Staff Lounge

266 sq. ft.

This area is for Library Staff to use for meals and breaks. The space needs both lounge and table seating, with a quiet ambience and sufficient space for several individuals to relax here without disturbing each other. It should be somewhat adjacent to the Staff Work Area and adjacent to Staff Restrooms. A telephone for staff use will be needed within this space. An Internet connection should also be available in case staff members want to use a laptop while in the room.

A couch should be included for seating and to be available if a staff member needs to lie down. Careful attention must be paid to the venting and acoustical separation of this space from the rest of the building to prevent cooking smells from penetrating the rest of the Library.

Acoustics: The space needs to be separated from the public areas sufficiently that Library staff may relax and carry on conversations in normal speaking voices without disturbing the public.

Lighting: The space should be designed to bring natural light into this room through windows and/or a clerestory element.

Technology: Voice and data outlets are required, as is a telephone handset. As an energy-saving feature, consider the user of sensors for overhead lights. The space should be within the building's wireless connectivity zone.

Occupancy: 0-7

Adjacencies: 5.6 Staff Restrooms

Sight Lines To: 5.2 Staff Work Area

Components:

Staff Lounge	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl table	4.0	seats	25.00	100	
seating @ sofa	1.0	seats	40.00	40	
seating@ lounge chairs	2.0	seats	30.00	60	
wall-mounted magazine display unit 37" x 30" with 12 pockets	1.0	unit	n.a.	n.a.	
kitchen w/ microwave, sink &					
counter 10'Lx3'D & cabinets, full ht refrigerator	1.0			50	
bulletin board	1.0			n.a.	
recycling containers	2.0		4.00	8	
waste containers	2.0		4.00	8	
Total				266	266

5.6 Staff Restrooms

in GSF

Two unisex staff restrooms are needed. They should be adjacent to the Staff Room and reasonably close to the Staff Work Area.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be tile. Sloping floors and floor drains are essential, as is excellent ventilation. Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over the sink to prevent soap and water drips on the floor.

Install towel dispensers, a parcel/purse shelf, and a small built-in supplies/Rx cabinet. In each restroom include a coat hook and a bench for changing clothes.

Technology: As an energy-saving feature, consider the use of sensors for the restroom lights.

Occupancy: Local code requirements

Adjacencies: 5.5 Staff Lounge

Staff Restroom Fixtures and Furnishings:

- Toilet
- Parcel Shelf
- Coat Hook
- Bench
- Sink
- Mirror
- Towel Dispenser
- Soap Dispenser
- Rx Cabinet
- Waste Receptacles
- Sanitary Disposal Unit

6.1 Telecommunications/Server Room

120 sq. ft.

This space is required to serve as the terminal location of all library systems and components telecommunications wiring and server needs. Walls should be lined with plywood, on which equipment will be mounted.

Technology: The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units. A telephone handset should be available here. Equipment planned for this space includes:

- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Computer network equipment file servers
- Uninterruptible power source (UPS)
- Telephone handset

Sight Lines To: 5.4 Staff/Deliveries Entrance

Components:

Telecommunications/Server Room	Quantity	Item	SF/Item	Total SF	SF Needed
Room	1.0			120	
Total				120	120

6.2 Custodial Closet & Supplies

57 sq. ft.

A janitorial supply closet is needed that will accommodate up to two weeks worth of supplies for the building. Because cleaning chemicals will be stored here the space should include a locking storage cabinet. Cleaning equipment will also be stored here.

Sight Lines To: 5.5 Staff Lounge
 6.3 Building Maintenance

Components:

Custodial Closet & Supplies	Quantity	Item	SF/Item	Total SF	SF Needed
cabinet for chemical storage, locking	1.0	cabinet	7.00	7	
shelving, industrial, 80"	2.0	sections	15.00	30	
open storage area	1.0	n.a.	20.00	20	
Total				57	57

VI. Preliminary Project Budget

Construction and site work	\$ 4.65M
Escalation, overhead and profit	1.10M
Furniture, equipment and signs	1.45M
Site acquisition	0.99M
Other soft costs	2.10M
Total:	\$ 10.29M